

# Subject: Instructions to Create an Account on Our Online Portal

Dear [Recipient's Name],

We are excited to welcome you to our online portal! To create your account, please follow the steps outlined below:

1. Visit our website at [Website URL].
2. Click on the "Sign Up" button located at the top right corner of the homepage.
3. Fill in the required fields including your name, email address, and a secure password.
4. Agree to the terms and conditions by checking the box provided.
5. Click on the "Create Account" button.
6. Check your email for a confirmation link and click on it to verify your account.

If you encounter any issues during the registration process, please do not hesitate to contact our customer support at [Customer Support Email/Phone Number].

Thank you for choosing us. We look forward to serving you!

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]