

Use this sample to help you draft your new client email.

Dear [New Client Name]:

Thank you for choosing [Company Name] for your virtual assistant needs. We are confident that you will be very satisfied with the services and high level of customer service that we offer.

The information attached in this welcome packet will help you make the most of our services. If you have questions, please contact me as I'd be glad to discuss any of this information in detail with you.

As your needs change, we will be happy to help you evaluate those needs and offer you the services that will help you achieve your new goals. Again, thank you for choosing [Company Name].

Sincerely,

Name

Company

Email

Copyright Notice

All material in this document is, unless otherwise stated, the property of **Susan Mershon, The Techie Mentor™**. Copyright and other intellectual property laws protect these materials. Reproduction or retransmission of the materials, in whole or in part, in any manner, without the prior written consent of the copyright holder, is a violation of copyright law.

It is unlawful to forward, transfer, distribute, reprint for public consumption or resell this document in any manner whatsoever and may not be included in any sale of a business. Unlawful use or distribution violates U.S. and International Copyright Law and the seller's exclusive rights to sell and distribute this form. The full extent of all legal remedies will be pursued against violators. Seller reserves the right to pursue unauthorized users of this instrument.

Nothing in this Agreement shall limit the rights of Seller to initiate an action against you in any jurisdiction where such jurisdiction may be properly exercised. License does not grant right for use in any educational or training program. Contact information for requests for permission to reproduce or distribute materials are listed below:

The Techie Mentor™

Info@TheTechieMentor.com