[Name of Recipient]

[Address of Recipient]

[Business Name]

Date:

**Subject: Greeting Letter to New Client**

Dear Mr. / Mrs. [name of the Recipient],

Thank you to choose us among others and we welcome you as our prestigious client. Our company has been in the courier and shipment business for the past 15 years and we enjoy a great reputation in the market.

Our one and only objective is the happy client and we put in amazing efforts and hard work to practically make that happen. We deal all of our clients with professionalism and try to resolve all of their issues as quickly as possible.

Hopefully, it will be an honor for us doing business with your company. Feel free to contact us from Monday to Friday, any time during business hours.

Yours Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]