

Formal client acceptance letter

Subject: Acceptance of Client Relationship

Dear [Client's Name],

We are pleased to confirm our acceptance of you as our valued client. After careful consideration of your request and our capabilities, we believe this partnership will be mutually beneficial. Our firm looks forward to serving your needs with the highest level of professionalism and integrity.

We will begin preparing the necessary documentation and assign a dedicated team to ensure smooth onboarding. Please expect our client service manager to reach out shortly with next steps.

Thank you for choosing us as your service provider. We are committed to exceeding your expectations.

Sincerely,

[Your Name]

[Your Position]

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