|  |
| --- |
| Company Name |
|  |

Date

Street Address

City, ST ZIP Code

**New Customer Welcome**   
  
  
Dear  
  
The (name of firm) would like to welcome you as a  
new customer to our firm. We know that you will be  
extremely satisfied with our line of products and the  
service we provide to our customers.  
  
You are invited to purchase our merchandise on our regular  
open account terms, (set forth terms) Our  
credit manager, (name) , will be happy to  
discuss any aspect of our credit policy with you at your  
convenience.  
  
I am enclosing our catalog and price list for your review.  
I believe that you will find our prices competitive and  
in keeping with industry trends. Throughout the year we  
offer our valued customers frequent discounts as an  
incentive and as a showing of our appreciation.  
  
Looking forward to hearing from you in the near future.

Sincerely,

Your Name