|  |
| --- |
| 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