



*Lawyerly Marketing
555 E. Albuquerque Way, Suite 111
Des Moines, Iowa 10025*

Via First Class Mail

John Smith

123 Anywhere Lane

Someplace, CA 91001

Dear John,

I'd like to take this opportunity to welcome you on board!

I believe you will find that our commitment to customer service is priority one. If you ever are in need of assistance, please do not hesitate to contact us at (800) 555-1212.

Best regards,

Tom Martin