

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Company
	Date	Address Line 1
Name		Address Line 2
Address Line		City, State Zip Code
City, State Zip Code		

Re: New Open Account Welcome and Terms

Dear :

Thank you for opening a new account with {name of company}. We would like to welcome you to our institution. We are here to help you in any way possible. We have included the terms of your account. Please review them and contact us if you have any questions.

Once again, thank you for choosing {name of company} as your financial institution.

Sincerely,

N A M E

Enclosure