(Date)

Dear Valued Customer (or Acct name),

It has been a pleasure working with you to develop your VinSolutions powered website and we are glad to have the opportunity to customize a website that meets your specific needs. The time has come for the website to “go live” and we are excited to inform you that the website development has been completed and is currently published online at: http://alpha.vinmanagersites.com.

While this website is officially live and currently being published on the Internet, it is not currently being hosted on your domain name, i.e. your business web address. We have attempted to contact you several times in order to officially move the website onto your domain, but have been unsuccessful in making that happen. You may point your domain at this active website at any time and your new website will start to populate on your web address.

At this time your website can be fully accessed by you and you have complete control over a variety of areas. You should have received, or will shortly, your VinSolutions Website Training Manual which will walk you through everything you need to know about your new site, including how to make it start populating on your web address.

Please know that VinSolutions is always available should you need any assistance in this matter or if there are any questions concerning your website in the future. If you require assistance of any kind with your website, please contact the Website Support Team at [websupport@vinsoutions.com](mailto:websupport@vinsoutions.com).

Sincerely yours,

**Keith Blay**

**Director of Marketing & Creative**

**VinSolutions, Inc.**

**Office: (800) 980-7488 ext 459**

Cell: (913) 953-7108

Fax: 913-825-6396

[keith.blay@vinsolutions.com](mailto:keith.blay@vinsolutions.com)

[www.vinsolutions.com](http://www.vinsolutions.com)