Dear Admin

We would like to thank you for choosing to open an account with [YOUR COMPANY NAME]. As one of the leading companies in the [INDUSTRY], our product and service offerings and quality customer service are guaranteed to meet your expectations.

Allow me to share with you the general terms and conditions of opening and maintaining an account with our firm. Invoices are to be paid within [NUMBER] days of receipt, with a [NUMBER 1]% discount available if your payment is remitted within [NUMBER 2] days of receipt. We believe this is an excellent opportunity for our clients to increase their profit margin. We do request that invoices be paid within the specified time so our customers can take advantage of this [NUMBER 1]% discount.

Enclosed in this letter is our catalog and list of prices. We hope you will find our prices to be competitive and in keeping with industry trends. As an incentive and to show our gratitude and appreciation to our customers, we offer various discounts the whole year through.

Welcome to the [YOUR COMPANY NAME] family. For any further information or queries regarding the same, please feel free to call me at [YOUR PHONE NUMBER] or email me at [YOUR EMAIL ID]. I do hope that you enjoy our offers and give us the opportunity to serve you in the near future.

Regards,

[YOUR SIGNATURE]

[YOUR NAME]