

SANKO BUSINESS LIBRARY

# Business Email Templates

40 editable templates for everyday business communication

Digital edition

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# How to Use This Resource

Choose the section that matches your current task. Copy the material into your working document, replace bracketed fields, and review the result for accuracy, tone, and fit before using it. Keep customer and confidential information out of tools or services that are not approved for that data.

# Welcome Emails

## 1. New customer welcome

### WHEN TO USE

Use when you need a clear, professional new customer welcome message.

### SUBJECT SUGGESTION

New customer welcome: [business or order reference]

### EDITABLE EMAIL BODY

Hello [Name],

I'm writing regarding [specific reason connected to new customer welcome]. [State the key information clearly in one or two sentences].

Next step: [action, date, link, or requested reply]. If anything is unclear, reply to this email and we will help.

Kind regards,

[Sender name]

[Business name]

### PLACEHOLDERS

[Name] recipient; [specific reason] real context; [action/date/link] required next step.

## 2. New client onboarding

### WHEN TO USE

Use when you need a clear, professional new client onboarding message.

### SUBJECT SUGGESTION

New client onboarding: [business or order reference]

### EDITABLE EMAIL BODY

Hello [Name],

I'm writing regarding [specific reason connected to new client onboarding]. [State the key information clearly in one or two sentences].

Next step: [action, date, link, or requested reply]. If anything is unclear, reply to this email and we will help.

Kind regards,

[Sender name]

[Business name]

### PLACEHOLDERS

[Name] recipient; [specific reason] real context; [action/date/link] required next step.