

[Your Company Letterhead]

[Date]

[Client Name]

[Client Address]

[City, State, Zip]

Dear [Client Name],

Subject: QuickBooks Online Account Setup and Support Information

We hope this message finds you well. We are excited to inform you that your QuickBooks Online account has been successfully set up. Below are the details you need to access your account and the support services we offer.

****Account Access:****

- Login URL: [QuickBooks Online Login Link]
- Username: [Client Username]
- Temporary Password: [Temporary Password] (You will be prompted to change this upon first login)

****Support Services:****

- Customer Service Phone Number: [Your Phone Number]
- Email Support: [Your Support Email]
- Hours of Operation: [Your Business Hours]

To get started, we recommend reviewing the following resources:

- QuickBooks Online Tutorials: [Link to Tutorials]
- FAQs: [Link to FAQs]

If you have any questions or need assistance, please do not hesitate to reach out to us. We are here to help!

Thank you for choosing [Your Company Name]. We look forward to working with you.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]

[Your Company Website]