**a) Addressing newly onboarded customers**

Hi <first name>,

I’m pleased to let you know that the following customers have been onboarded:

<account\_name1>

<accountname2>

Please reach out to them, as needed, to explore and secure sales opportunities.

Thanks,

<Sender’s Name>

<Sender’s Position>

**b) Regarding sales opportunities for existing clients**

Hi <first name>,

I’m pleased to let you know that due to their credit and payment history, the following customers have been approved for an increase in their credit limit:

<account\_name1><updated credit limit>

<account\_name2><updated credit limit>

Please reach out to them, as needed, to explore and secure additional sales opportunities.

Don’t hesitate to reach out with any questions

Thanks,

<Sender’s Name>

<Sender’s Position>