

[Your Name]  
[Your Title/Role]  
[Date]

Dear [Recipient Name],

My name is [Your Name] and I am reaching out to introduce myself as your [Point of Contact/Support Person]. I am writing to you today because I want you to know that you are not alone during this [difficult time/transition].

I understand that things may feel overwhelming right now. Please know that I am here to listen and to offer my full support. My goal is to provide a safe space where you feel heard, valued, and understood. Whatever you are going through, we will navigate it together at your own pace.

If you need to talk, ask questions, or simply need someone to acknowledge the challenges you are facing, please do not hesitate to contact me. You can reach me via email at [Your Email Address] or by phone at [Your Phone Number].

I am looking forward to connecting with you and supporting you in any way I can.

With care and sincerity,

[Your Signature]  
[Your Printed Name]