

[Date]

[Client Name]  
[Client Company]  
[Client Address]

Dear [Client Name],

I am writing to you today to express my sincere gratitude for the trust you have placed in [Company Name] over the years. It has been a pleasure working with you, and I truly value our professional relationship.

I am reaching out to formally reintroduce myself as your [Position/Title]. While we have [briefly mention past interaction or shared history], I want to ensure that I am fully aligned with your current goals and that you are receiving the highest level of service possible.

Our team has recently introduced several new initiatives and services, including [Service A] and [Service B], which I believe could provide significant value to your upcoming projects. I would appreciate the opportunity to have a brief conversation to catch up on your latest business developments and discuss how I can best support you moving forward.

Thank you once again for your continued partnership. I look forward to connecting with you soon.

Best regards,

[Your Name]  
[Your Title]  
[Your Phone Number]  
[Your Email Address]