

Subject: Introduction of Your Dedicated Agent - [Company Name]

Dear [Client Name],

I am writing to officially introduce myself as your new Dedicated Account Agent at [Company Name].

My primary goal is to ensure you receive personalized support and to help you get the most out of our services. From this point forward, I will be your direct point of contact for any questions, requests, or assistance you may need.

You can reach me directly via the following methods:

- **Email:** [Agent Email Address]
- **Phone:** [Agent Phone Number]
- **Office Hours:** [Standard Working Hours/Timezone]

I have already reviewed your account history and am ready to assist with your current projects. If you would like to schedule a brief introductory call to discuss your upcoming goals, please let me know a time that works best for you.

I look forward to working closely with you.

Best regards,

[Agent Name]
[Job Title]
[Company Name]