

Subject: Welcome to [Company Name] - Meet Your Dedicated Account Manager

Dear [Client Name],

Welcome to [Company Name]! We are thrilled to have you as a partner and look forward to helping you achieve your business goals.

To ensure you receive the best possible service, I am pleased to introduce your Dedicated Account Manager, [Account Manager Name].

[Account Manager Name] will be your primary point of contact for all your needs, including:

- Strategic planning and goal setting
- Onboarding and training
- Account reviews and performance updates
- General inquiries and support

You can reach [Account Manager Name] directly via the following contact details:

Email: [Email Address]

Phone: [Phone Number]

Office Hours: [Hours of Operation]

We would like to schedule a brief introductory call to discuss your immediate priorities. Please let us know if [Date/Time] works for you, or feel free to suggest an alternative.

Thank you for choosing [Company Name]. We are excited to work with you.

Best regards,

[Your Name]

[Your Title]

[Company Name]