

Subject: Introduction: Your New Dedicated Account Manager at [Company Name]

Dear [Client Name],

My name is [Your Name], and I am excited to introduce myself as your new Dedicated Account Manager at [Company Name].

I have followed your account closely and am eager to help you achieve your goals with our services. My primary role is to serve as your main point of contact, ensuring that you receive the highest level of support and that our solutions continue to meet your evolving business needs.

In the coming weeks, I would love to schedule a brief introductory call to learn more about your current priorities and discuss how I can best support you moving forward. Please let me know if you have any availability on [Day] or [Day] next week.

In the meantime, if you have any immediate questions or projects you would like to discuss, please feel free to reach out to me directly via email or at [Phone Number].

I look forward to working with you and building a successful partnership.

Best regards,

[Your Name]
Dedicated Account Manager
[Company Name]
[Email Address]
[Phone Number]