

Subject: Important Update Regarding Your Account Management

Dear [Client Name],

I am writing to formally introduce you to [New Account Manager Name], who will be your new dedicated Account Manager at [Company Name], effective [Date].

To ensure a smooth transition, [New Account Manager Name] has been fully briefed on your account history, current projects, and future goals. They bring extensive experience in [Area of Expertise] and are committed to providing you with the highest level of service.

Moving forward, please direct all inquiries, requests, and communications to:

[New Account Manager Name]

Email: [Email Address]

Phone: [Phone Number]

It has been a pleasure working with you, and I want to thank you for your continued partnership. I am confident that [New Account Manager Name] will be an excellent resource for your team.

We will be reaching out shortly to schedule a brief introductory call to discuss your upcoming priorities.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]