

[Your Name]
[Your Title]
[Company Name]
[Date]

[Account Manager Name]
[Insurance Agency/Brokerage Name]
[Address]
[City, State, Zip Code]

Subject: Introduction of Primary Contact for [Company Name] Insurance Account

Dear [Account Manager Name],

I am writing to formally introduce myself as your new primary point of contact for [Company Name]'s commercial insurance portfolio. I have recently stepped into the role of [Your Title] and will be overseeing our risk management and insurance requirements moving forward.

We value the partnership with [Insurance Agency/Brokerage Name], and I look forward to working closely with you to ensure our coverage continues to align with our evolving business needs. My goal is to maintain a streamlined communication process for policy renewals, certificates of insurance, and any potential claims.

I would appreciate the opportunity to schedule a brief introductory call or meeting at your earliest convenience to review our current policies and discuss any upcoming milestones for the year.

Please feel free to reach me directly at [Phone Number] or via email at [Email Address].

Thank you for your continued support and dedicated service to our account.

Sincerely,

[Your Signature]

[Your Printed Name]