

[Date]

[Client Name]

[Client Company]

[Client Address]

Subject: Introducing Your Dedicated Account Manager

Dear [Client Name],

At [Your Company Name], we are committed to providing you with the highest level of service and support. To ensure you receive personalized attention and a seamless experience, we are pleased to announce that you have been assigned a dedicated Account Manager.

Your new point of contact is: **[Account Manager Name]**

[Account Manager Name] will be your primary advocate within our company, assisting you with project updates, strategic planning, and any questions or concerns you may have regarding our services.

Contact Details:

Email: [Email Address]

Phone: [Phone Number]

Office Hours: [Hours of Operation]

[Account Manager Name] will be reaching out to you shortly to introduce themselves and schedule a brief introductory call. However, please feel free to contact them directly at any time starting today.

We value your partnership and look forward to continuing our work together.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]