

[Date]

[Client Name]

[Client Company Name]

[Client Address]

Dear [Contact Name],

Welcome to [Agency/Company Name]! My name is [Account Manager Name], and I am pleased to introduce myself as your Dedicated Employee Benefits Account Manager.

My primary goal is to ensure your benefits program runs smoothly and to serve as your main point of contact for all administrative and strategic needs. I will be working closely with you to manage your renewals, oversee open enrollment, and provide guidance on compliance and plan design.

How I can assist you:

- Answering day-to-day questions regarding your insurance policies.
- Resolving billing or claims issues with carriers.
- Assisting with the onboarding of new employees into your benefits system.
- Providing updated educational materials for your staff.

I would like to schedule a brief introductory call next week to review your current priorities and discuss our upcoming timeline. Please let me know a day and time that works best for you.

I look forward to building a strong partnership with you and your team.

Sincerely,

[Account Manager Name]

[Title]

[Phone Number]

[Email Address]

[Website]