

[Date]

[Client Name]

[Client Company Name]

[Client Address]

Subject: Introduction of Your Dedicated Account Manager

Dear [Client Contact Name],

I am pleased to introduce [Account Manager Name] as your new Dedicated Account Manager at [Your Company Name].

At [Your Company Name], we are committed to providing the highest level of service. To ensure your needs are met efficiently, [Account Manager Name] will serve as your primary point of contact for all inquiries, account updates, and strategic discussions moving forward.

With [Number] years of experience in the [Industry Name] industry, [Account Manager Name] brings a wealth of knowledge to your account and is eager to help you achieve your business goals.

You can reach your new Account Manager directly via the following contact details:

- **Name:** [Account Manager Name]
- **Email:** [Email Address]
- **Phone:** [Phone Number]
- **Office Hours:** [Hours/Time Zone]

[Account Manager Name] will be reaching out to you shortly to schedule a brief introductory call and to learn more about your upcoming projects.

Thank you for your continued partnership. We look forward to supporting your ongoing success.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]