

Subject: Welcome to [Company Name] - Introduction to Your Dedicated Agent

Dear [Client Name],

Welcome to [Company Name]! We are thrilled to have you as a new client and look forward to building a successful partnership with you.

To ensure you receive the highest level of service, we have assigned a Dedicated Agent to manage your account. Your primary point of contact is:

Agent Name: [Agent Name]

Title: [Agent Title]

Email: [Agent Email Address]

Phone: [Agent Phone Number]

[Agent Name] will be responsible for overseeing your projects, answering your questions, and ensuring that our services meet your specific needs. You can reach out to them directly for any assistance you require.

We would like to schedule a brief introductory call to discuss your goals and how we can best support you. Please let us know a time that works best for you, or [Agent Name] will follow up with you shortly.

Thank you for choosing [Company Name]. We are excited to get started.

Best regards,

[Your Name]

[Your Title]

[Company Name]