

Subject: Important Update: Meet Your Dedicated Service Agent at [New Agency Name]

Dear [Client Name],

Following the recent merger between [Agency A] and [Agency B], we are excited to officially welcome you to **[New Agency Name]**.

As part of our commitment to providing seamless continuity and personalized support, we are pleased to introduce your Dedicated Service Agent:

Agent Name: [Agent Name]

Direct Phone: [Phone Number]

Email Address: [Email Address]

[Agent Name] will be your primary point of contact for all inquiries, account management, and service needs. They are already familiar with your history and are ready to assist you with any questions you may have regarding this transition.

While our name has changed, our dedication to your success remains our top priority. You can expect the same high level of service you have always received, now backed by the enhanced resources of our combined team.

If you would like to schedule a brief introductory call to discuss your upcoming goals, please reply to this email or contact your agent directly.

Thank you for your continued trust and partnership.

Best regards,

[Sender Name]

[Title]

[New Agency Name]