

[Your Name]
[Your Job Title]
[Company Name]
[Date]

Subject: Introduction: Your Dedicated Bilingual Support Representative

Dear [Client Name],

My name is [Your Name], and I am pleased to introduce myself as your new Dedicated Customer Service Agent at [Company Name]. I will be your primary point of contact for all your account needs and inquiries.

To better serve you, I provide full support in both English and [Second Language]. Whether you prefer to communicate in English or [Second Language], I am here to ensure that your experience with us is seamless, clear, and efficient.

My goal is to provide you with personalized assistance and to help you get the most out of our services. You can reach me directly via the following methods:

- **Email:** [Your Email Address]
- **Phone:** [Your Direct Phone Number]
- **Office Hours:** [Your Working Hours/Time Zone]

If you have any current projects, questions, or concerns, please do not hesitate to reach out. I look forward to working closely with you and building a successful partnership.

Best regards,

[Your Signature]
[Your Full Name]
[Company Name]