

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

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

Dear [Client Name],

Welcome to [Agency Name]! We are pleased that you have chosen us to handle your [Service Category, e.g., Insurance/Marketing/Real Estate] needs. Our goal is to provide you with exceptional service and professional guidance.

We are pleased to introduce your Dedicated Agent, who will be your primary point of contact for all your inquiries and account management:

**Agent Name:** [Agent Name]

**Email:** [Agent Email]

**Phone:** [Agent Phone Number]

[Agent Name] will be reaching out to you shortly to discuss your specific goals and ensure that our services are perfectly aligned with your requirements. In the meantime, please feel free to contact them directly if you have any immediate questions.

Thank you for placing your trust in [Agency Name]. We look forward to a successful partnership.

Best regards,

[Sender Name]

[Title]

[Agency Name]