

[Date]

[Client Name]  
[Client Company]  
[Client Address]

Subject: Introduction of Your Dedicated Account Manager

Dear [Client Contact Name],

I am pleased to introduce you to [Account Manager Name], who has been assigned as your new dedicated Account Manager at [Your Company Name].

At [Your Company Name], we are committed to providing you with the highest level of service. [Account Manager Name] will be your primary point of contact for all your business needs, including strategic planning, account reviews, and any specific inquiries regarding our services.

With [Number] years of experience in the [Industry Name] industry, [Account Manager Name] brings a wealth of knowledge that will help support your business goals and ensure you are getting the most value from our partnership.

You can reach [Account Manager Name] directly via the following contact details:

- **Email:** [Email Address]
- **Phone:** [Phone Number]
- **Office Hours:** [Hours/Timezone]

[Account Manager Name] will be reaching out to you shortly to schedule a brief introductory call to discuss your upcoming projects and current requirements.

We value your business and look forward to continuing our successful relationship.

Best regards,

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