

[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

Subject: Your Dedicated Agent Contact Information

Dear [Customer Name],

Thank you for choosing [Company Name]. We are pleased to inform you that **[Agent Name]** has been assigned as your dedicated agent to assist you with all your requirements.

Please find the direct contact details and operating hours below:

- **Agent Name:** [Agent Name]
- **Direct Phone:** [Phone Number]
- **Email Address:** [Email Address]

Operating Hours:

- Monday - Friday: [Start Time] to [End Time]
- Saturday: [Start Time] to [End Time]
- Sunday: [Closed/Limited Hours]
- Time Zone: [Standard Time Zone]

Should you have any questions or need immediate assistance during business hours, please do not hesitate to reach out directly. For urgent matters outside of these hours, you may contact our 24/7 support line at [General Support Number].

We look forward to working with you.

Best regards,

[Your Name/Manager Name]
[Your Title]
[Company Name]