

[Date]

[Client Name]

[Client Company Name]

[Client Address]

Subject: Introduction of Your New Account Management Team

Dear [Client Contact Name],

We are writing to officially introduce you to your new Account Management team at [Your Company Name]. Our goal is to ensure you continue to receive the highest level of service and support for your business needs.

Your dedicated team consists of the following individuals:

- **[Name] - Primary Account Manager:** [Name] will be your main point of contact for strategic planning and overall account health. Email: [Email Address] | Phone: [Phone Number]
- **[Name] - Customer Success Specialist:** [Name] will assist with day-to-day operations and technical inquiries. Email: [Email Address]
- **[Name] - Billing Coordinator:** [Name] will handle all inquiries related to invoicing and contracts. Email: [Email Address]

Your previous contact, [Old Contact Name], has transitioned to a new role within the company. We have conducted a comprehensive internal briefing to ensure your current projects and preferences are seamlessly transferred to the new team.

We would like to schedule a brief introductory call next week to review your upcoming goals for [Year/Quarter]. Please let us know if [Date/Time] works for you, or feel free to suggest an alternative.

We value your partnership and look forward to working closely with you.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]