

Dear [Recipient Name],

I am writing to formally introduce myself as the new [Your Job Title] at [Company Name]. Having recently joined the [Department Name] team, I will be serving as your primary point of contact for [Project Name or Account Name].

With [Number] years of experience in [Your Industry/Specialty], I have a strong background in [Key Skill 1] and [Key Skill 2]. I am eager to apply my expertise to ensure the continued success of our partnership and to help achieve our upcoming goals for [Current Quarter/Year].

I would appreciate the opportunity to schedule a brief introductory call or meeting to discuss our current priorities and how I can best support your objectives moving forward. Please let me know your availability for a 15-minute sync next week.

I look forward to working with you.

Best regards,

[Your Full Name]

[Your Job Title]

[Company Name]

[Phone Number]

[Email Address]