

Dear [Client Name],

Welcome to [Company Name]! We are thrilled to have you as a partner.

My name is [Your Name], and I am your Dedicated Account Manager. My primary goal is to ensure your success and to serve as your main point of contact for any questions, strategic planning, or support needs you may have.

As your Account Manager, I will be responsible for:

- Assisting with your initial onboarding and setup.
- Providing regular updates on your account performance.
- Ensuring you are getting the maximum value from our services.
- Addressing any concerns or feedback you provide.

I would love to schedule a brief introductory call to learn more about your specific goals for the upcoming quarter. Please let me know if any of the following times work for you:

- [Date/Time 1]
- [Date/Time 2]

You can reach me directly via email at [Your Email Address] or by phone at [Your Phone Number].

I look forward to working closely with you and helping your business grow.

Best regards,

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