

[Date]

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

Subject: Important Update Regarding Your Account Management

Dear [Client Name],

We are writing to formally notify you that your account management has been transferred from [Previous Agency/Contact Name] to [New Agency Name], effective [Date].

We are excited to welcome you to our agency. Our primary goal is to ensure a seamless transition while maintaining the high standard of service you expect. We have already reviewed your account history and current projects to ensure no disruption to your ongoing operations.

Your New Point of Contact:

Your dedicated Account Manager will be [Account Manager Name]. They will be reaching out to you shortly to introduce themselves and schedule an initial discovery call. You can reach them directly at [Email Address] or [Phone Number].

Next Steps:

- **Discovery Call:** We would like to schedule a brief meeting to discuss your current goals and upcoming priorities.
- **Access Transfer:** We will coordinate with you to ensure all necessary platform permissions and logins are updated.
- **Administrative Updates:** Please update your records to reflect our billing information provided in the attached document.

We look forward to a successful partnership and helping your business grow. If you have any immediate questions, please do not hesitate to contact us.

Best regards,

[Your Name]
[Your Title]
[New Agency Name]