

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Introduction of Your New Dedicated Agent

Dear [Client Name],

I am writing to personally introduce myself as your new dedicated agent at [Company Name]. Your account has been transferred to my care following the recent departure of [Former Agent Name].

My goal is to ensure a seamless transition and to continue providing the high level of service you expect. I have spent time reviewing your account history and current requirements to ensure I am fully prepared to support your goals moving forward.

I would welcome the opportunity to schedule a brief introductory call to discuss your upcoming needs and answer any questions you may have. Please let me know a day and time that works best for you, or feel free to reach out to me directly using the contact information below:

- Direct Phone: [Phone Number]
- Email Address: [Email Address]
- Office Hours: [Hours of Operation]

I look forward to working with you and building a strong professional relationship.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]