

[Date]

[Client Name]

[Client Company Name]

[Client Address]

Subject: Introduction of Your Dedicated Account Manager

Dear [Client Name],

I am writing to formally introduce myself as your new Dedicated Account Manager at [Your Company Name].

My primary goal is to ensure that you receive the highest level of service and that our partnership continues to support your business objectives. As your main point of contact, I will be responsible for overseeing your account, addressing your inquiries, and providing strategic guidance on our products and services.

I have spent time reviewing your history with us and am eager to discuss how we can further contribute to your success. I would like to schedule a brief introductory call at your convenience to learn more about your upcoming goals for the quarter.

You can reach me directly via the following contact details:

- **Phone:** [Your Phone Number]
- **Email:** [Your Email Address]
- **Office Hours:** [Your Working Hours/Timezone]

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

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]