

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Introduction of Your Dedicated Agent

Dear [Client Name],

Welcome to [Company Name]! We are pleased to have you with us.

I am writing to officially introduce myself as your Dedicated Agent. My goal is to ensure you receive personalized support and that all your needs are met efficiently. From this point forward, I will be your primary point of contact for any questions, requests, or assistance you may require.

My Contact Information:

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

I am currently reviewing your account details to familiarize myself with your specific requirements. If there is anything urgent you would like to discuss, please feel free to reach out to me directly via phone or email.

I look forward to building a successful partnership with you.

Sincerely,

[Agent Signature]

[Agent Name]

[Job Title]

[Company Name]