

[Date]

[Client Name]

[Client Company Name]

[Client Address]

Subject: Introduction of your new Account Manager at [Your Company Name]

Dear [Client Contact Name],

I am pleased to introduce myself as your dedicated Account Manager at [Your Company Name]. It is a privilege to partner with [Client Company Name] to support your fleet management needs.

My goal is to ensure your vehicles remain efficient, safe, and cost-effective. Moving forward, I will be your primary point of contact for:

- Fleet maintenance and service scheduling
- Account reviews and performance reporting
- Strategic planning for vehicle acquisition and disposal
- Any administrative or billing inquiries

I have spent the last few days reviewing your account history and am eager to discuss your upcoming goals for the quarter. I would like to schedule a brief introductory call or meeting at your earliest convenience to introduce myself formally and address any immediate needs you may have.

You can reach me directly at [Your Phone Number] or via email at [Your Email Address]. Our support team also remains available at [General Support Number] for emergency roadside assistance or urgent technical issues.

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

Sincerely,

[Your Name]

Account Manager

[Your Company Name]