

[Your Name]
[Your Title]
[Your Agency/Company Name]
[Date]

[Recipient Name]
[Recipient Title]
[Recipient Agency/Organization Name]

Subject: Introduction of New Point of Contact for [Project Name/Account Name]

Dear [Recipient Name],

I am writing to formally introduce myself as your new primary Point of Contact (POC) at [Your Agency Name] for the [Project Name/Account Name]. I will be taking over the responsibilities previously held by [Previous POC Name].

My goal is to ensure a seamless transition and to continue providing the high level of service you expect. I have been fully briefed on the current status of our collaboration and am ready to assist with any upcoming tasks or inquiries.

Moving forward, please direct all project-related communications, requests, and updates to me. My contact details are as follows:

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

I would welcome the opportunity to schedule a brief introductory call or meeting next week to discuss our current goals and any immediate needs you may have. Please let me know if you have any availability on [Day] or [Day] at [Time].

I look forward to working closely with you and your team.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Job Title]