

[Your Company Name]
[Your Address]
[Date]

[Client Name]
[Client Address]

Subject: Notification of Professional Representative Assignment

Dear [Client Name],

We are writing to formally inform you of the assignment process regarding your account with [Your Company Name]. To ensure you receive the highest quality of service, we have assigned a dedicated professional to manage your requirements.

Assigned Representative: [Name of Staff/Manager]

Title: [Job Title]

Effective Date: [Date]

The Assignment Process:

Our assignment process is designed to match your specific needs with the expertise of our team members. Your new representative has been fully briefed on your account history and current projects to ensure a seamless transition without any disruption to your services.

Next Steps:

Your assigned representative will reach out to you within [Number] business days to introduce themselves personally and discuss your upcoming goals. In the meantime, you may continue to use our standard communication channels for any urgent inquiries.

We value your partnership and look forward to continuing our work together.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]