

Announcement of New Liaison for Client Relations

Dear [Client's Name],

We hope this message finds you well. We are writing to inform you of an exciting change within our team that we believe will enhance your experience with us.

Effective [Start Date], [New Liaison's Name] will be taking on the role of liaison for client relations. [New Liaison's Name] brings [brief description of experience/background], ensuring that you continue to receive the high level of service and support you expect from us.

Please feel free to reach out to [New Liaison's Name] at [New Liaison's Email] or [New Liaison's Phone Number]. [He/She/They] will be more than happy to assist you with any inquiries or needs you may have.

We appreciate your continued partnership and look forward to a bright future together.

Warm regards,

[Your Name]
[Your Position]
[Your Company]