

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you about the initiation of our new project, [Project Name], which is set to commence on [Start Date].

For all communications regarding this project, please direct your queries to [New Contact Name], [Contact Title]. You can reach them at [Contact Email] or by phone at [Contact Phone Number].

We believe that [New Contact Name] will provide valuable support and clarity throughout this project. Please feel free to reach out anytime.

Thank you for your attention, and we look forward to a successful collaboration!

Best regards,

[Your Name]
[Your Title]
[Your Company]
[Your Email]
[Your Phone Number]