

Contact Personnel Update

Dear [Client's Name],

We hope this message finds you well. We are writing to inform you of an update regarding our team. As part of our commitment to providing exceptional service, we have made some changes to our contact personnel.

Please note that effective [Effective Date], the primary contact for your account will be [New Contact's Name], who can be reached at [New Contact's Email] or [New Contact's Phone Number]. [New Contact's Name] is looking forward to working with you and ensuring a smooth continuation of our services.

We would like to take this opportunity to thank [Previous Contact's Name] for their contributions and support during their time as your contact.

If you have any questions or need further assistance, please do not hesitate to reach out.

Thank you for your understanding.

Sincerely,
[Your Name]
[Your Position]
[Your Company]
[Your Email]
[Your Phone Number]