

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you about a new contact person in our company structure.

Effective [start date], [New Contact Person's Name] will be the primary point of contact for [specific department or function]. [He/She/They] will be responsible for [brief description of responsibilities].

Please feel free to reach out to [New Contact Person's Name] at [email address] or [phone number] for any inquiries or assistance you may need.

Thank you for your attention, and we appreciate your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]