

Dear [Client's Name],

We hope this message finds you well. We are excited to inform you that we have assigned a new account manager to support you in your journey with us.

Your new account manager, [Account Manager's Name], will be your primary point of contact moving forward. [He/She/They] brings a wealth of experience and is eager to assist you in achieving your goals.

[Account Manager's Name] will reach out to you shortly to introduce themselves and schedule a convenient time for your first meeting. Should you have any immediate questions or require assistance, please feel free to reach out directly to [him/her/them] at [Account Manager's Email] or [Account Manager's Phone Number].

Thank you for your continued partnership. We look forward to this new chapter and are confident that you will be in great hands with [Account Manager's Name].

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]