

# Referral for New Account Manager

Date: \_\_\_\_\_

To Whom It May Concern,

I am writing to formally introduce and refer [New Account Manager's Name] as our new Account Manager. [He/She/They] will be taking over the responsibilities and will be your primary point of contact for all account-related matters.

[New Account Manager's Name] brings a wealth of experience in [industry or relevant skills] and has been with [Company Name] for [duration]. I am confident that [he/she/they] will provide you with the highest level of service and support.

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

Thank you for your continued partnership, and please join me in welcoming [New Account Manager's Name] to the team.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]