

Vendor Account Manager Engagement Introduction

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Introduction of Your New Account Manager

Dear [Vendor Name],

We are excited to introduce you to your new Vendor Account Manager, [Account Manager's Name], who will be your primary point of contact moving forward. [He/She/They] will be responsible for ensuring that your account is managed effectively and that your needs are met promptly.

[Account Manager's Name] has extensive experience in vendor management and is eager to collaborate with you to enhance our partnership and achieve your business goals.

Feel free to reach out to [Account Manager's Name] directly at [Account Manager's Email] or [Account Manager's Phone Number]. [He/She/They] will also be following up with you shortly to introduce [himself/herself/themselves] and discuss how we can better support your needs.

Thank you for your continued partnership. We look forward to working closely with you.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Email]

[Your Phone Number]