

[Your Name]
[Your Title]
[Your Company Name]
[Your Company Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Recipient's Company Name]
[Recipient's Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am the [Your Title] at [Your Company Name]. I am writing to formally introduce you to our sales representative, [Sales Representative's Name], who will be your primary contact moving forward.

[Sales Representative's Name] brings a wealth of knowledge and experience to our team, specializing in [mention relevant experience or products/services]. They are dedicated to providing exceptional service and support to our clients.

Please feel free to reach out to [Sales Representative's Name] directly at [Sales Representative's Email] or [Sales Representative's Phone Number] for any inquiries or assistance you may need.

Thank you for your continued partnership. We look forward to working together to achieve great results.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]