

Letter of Introduction

Date: [Insert Date]

To Whom It May Concern,

We are writing to formally announce that [New Representative's Name] has been appointed as our new legal representative for all business matters effective [Start Date]. [He/She/They] will be the primary contact for any legal inquiries, contracts, and negotiations moving forward.

[New Representative's Name] has [brief description of qualifications and experience] and comes highly recommended. We believe that [his/her/their] expertise will greatly benefit our operations and enhance our legal compliance.

Please direct all future correspondence regarding legal matters to:

[New Representative's Name]

[Title]

[Company Name]

[Phone Number]

[Email Address]

Thank you for your attention to this matter. We appreciate your continued support and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]