

Dear [Client's Name],

I hope this message finds you well. My name is [Your Name], and I am the new account manager assigned to your account here at [Company Name]. I am excited to work with you and ensure that your needs are met effectively and efficiently.

As your single point of contact, I am here to assist you with any inquiries, support requests, or feedback you may have. My goal is to provide you with the best service possible and to support your objectives with our products/services.

Please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address] at any time. I look forward to building a strong relationship and contributing to your success.

Thank you for your trust in [Company Name].

Sincerely,
[Your Name]
[Your Position]
[Company Name]
[Company Phone Number]
[Company Website]