

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am the [Your Position] at [Your Organization]. As we embark on an exciting partnership journey, I would like to introduce myself as your single point of contact for all matters related to our collaboration.

My role will be to ensure seamless communication between our teams and to facilitate the development of initiatives that align with our mutual goals. I am here to support you throughout our partnership and to address any questions or concerns you may have.

Please feel free to reach out to me directly at [Your Email Address] or [Your Phone Number]. I look forward to working closely with you and fostering a successful partnership.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]