

Introduction of Project Contact Person

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Company/Organization]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. As we embark on [Project Name], I would like to formally introduce [Contact Person's Name] as the single point of contact for this project.

[Contact Person's Name] will be responsible for coordinating all communications and ensuring that the project runs smoothly. They can be reached at:

- Email: [Contact Person's Email]
- Phone: [Contact Person's Phone Number]

We believe that having a single point of contact will enhance our collaboration and streamline our efforts toward achieving our project goals.

Please feel free to reach out to [Contact Person's Name] with any questions or information you may need.

Thank you for your attention, and we look forward to working together.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Contact Information]