

# Introduction of Single Point of Contact

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Introduction of Your Single Point of Contact

Dear [Vendor Contact Name],

We are pleased to inform you that [Your Company Name] has designated [Employee Name] as your single point of contact for all vendor relations moving forward. [Employee Name] will be responsible for managing communications, addressing inquiries, and ensuring a seamless partnership.

[Employee Name] can be reached at:

- Email: [Employee Email]
- Phone: [Employee Phone Number]

We believe this change will enhance our collaboration and improve response times. Should you have any questions or require assistance, please do not hesitate to reach out to [Employee Name] directly.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]