

# Account Management Relationship Introduction

Date: [Insert Date]

To: [Client's Name]

[Client's Position]

[Client's Company]

[Client's Address]

Dear [Client's Name],

We are excited to introduce [Account Manager's Name] as your new Account Manager at [Your Company]. [He/She] will be your primary contact moving forward and is dedicated to ensuring that you receive the best possible service and support.

[Account Manager's Name] has extensive experience in [relevant experience or industry], and is looking forward to working closely with you to understand your needs and help achieve your goals.

Please feel free to reach out directly at [Account Manager's Email] or [Account Manager's Phone Number]. [He/She] will be in touch shortly to schedule an introductory call.

Thank you for your continued partnership. We look forward to this new chapter in our relationship.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email]