

Assignment of Soft Skill

Name : Shivam Bavda

Module 1 Effective Communication

Q.5 Introduction Email to Client

Subject: Introduction – [Your Full Name], [Your Company/Department]

Dear [Client's Name],

I hope this message finds you well.

My name is [Your Full Name], and I am [your role, e.g., the new Account Manager] at [Your Company]. I will be your main point of contact moving forward, and I'm looking forward to working together.

At [Your Company], we're committed to supporting your [goals/business/projects]. Please feel free to reach out to me anytime with questions, concerns, or ideas—I'm here to help.

I'd love to schedule a call to introduce myself further and discuss how we can best support you. Please let me know a time that works for you, or feel free to suggest an alternative.

Thank you, and I look forward to connecting soon.

Best regards,

[Your Full Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]