Introduction email to Client

Subject: Your new account manager

Dear Mr. Roberts,

My name is Cassandra Walsh, and I am your new account manager at Marketing Solutions. I am eager to work with you and your company as we strive to make your brand more visible and profitable.

If you have any questions or concerns, feel free to contact me via email or phone at 403-555-9320 ext. 224.

Best regards,

Cassandra Walsh

Account Manager

Marketing Solutions

cassandra@marketingsolutions.com