

Introductory Email to New Clients

Subject: New Sales Agent

Dear Mrs., <Last Name>

I would like to hereby introduce myself as the new Sales and marketing agent of ABC limited. I am new to the company. From my studies of the records of the company, I understand that you are one of our most valued customers.

As a first step towards a mutually growing business relationship, I would like to meet with you in your office at a mutually convenient time to enable me to get to know you better. I would also like to get a chance to discuss with you some of the latest products and services that we have for you.

I will contact your office to schedule an appointment. I look forward to meeting you in person.

Sincerely,

<Name Here>,

Sales and Marketing Agent

ABC limited.

Email To Introduce Yourself To Clients Sample

Yi-Tong Ma



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