**Introductory Email to New Clients**

*Subject: \_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Dear: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Contact Name]*

*I would like to hereby introduce myself as your new \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [title] at \_\_\_\_\_\_\_\_\_\_\_ [company name].*

*As you already know, \_\_\_\_\_\_\_\_\_\_\_\_ [company name] has long been known for its excellent service and attention to detail. To ensure that all our customer needs are met, representatives like myself are continually recruited and trained on the new products and services that can help you. We are committed to offering you the kind of service that you need and expect.*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [company name] has been listening to all your feedback and suggestions. We have therefore decided to add three products that you have been asking for. I will be visiting your company next week to show you these new products. Would \_\_\_\_\_\_\_ [day/date] be convenient for you?*

*Sincerely,*

*\_\_\_\_\_\_\_\_\_\_\_\_ [Your name]*

*\_\_\_\_\_\_\_\_\_\_\_\_ [Title]*

*\_\_\_\_\_\_\_\_\_\_\_\_\_ [Phone number]*