**Basic Introduction to the Client**

*Dear (Client)*

*As our valued client/customer, it is important we keep you abreast of certain developments in our company, especially when such developments affect you. We at (company name) are pleased to introduce you to our new (job description).*

*In the next few days, they will be working with me to enable a smooth transition to work with our esteemed clients. Please assist them as much as you can when they come to work with you and feel free to call on us if there is any slight challenge.*

*Thank you for your understanding. We plan to use this to help serve you better.*