**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.*