

Friendly and informal email introducing sales rep

Subject: Meet Our New Sales Rep!

Hi [Client's First Name],

I'd like you to meet [Sales Rep's First Name], our new sales representative here at [Company Name]. [He/She/They] will be your go-to person for all things related to our products and services.

[Sales Rep's First Name] is excited to get to know you and help with anything you might need. You can reach [him/her/them] at [email] or [phone number].

Thanks for your continued support—we're excited about the great things ahead!

Best,

[Your Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/sales-rep-introduction-letter>