To whom it may concern,

Thank you for giving time to my letter. I am the new sales representative of the company which is supplying you with spare parts. I have taken over the duties and obligations which was formerly that of my colleague who have moved out to another field. Your account has already been transferred into mine.

I have already completed the required process of transfer by the company and am now ready to face its clients in the area including you.

As a first step in the familiarization process, I am required to meet with you personally. The meeting will not take more than an hour and I would discuss with you the various aspects that could affect my company’s dealings with you. I propose to call your office next week during office hours to set an appointment, but should it be inappropriate for you, I am happy to receive any suggestion from you.

Sincerely,

Mark Cohen