Date

Name

Address

Dear Mr. Sheldon,

I am writing this letter to introduce you to our new finance manager, Mr. John, who will be handling the finances related to your project ABC. This change will be effective from 1st April 20XX.

Mr. Andrew, our current finance manager, is retiring on 30th April 20XX. Due to his retirement, we have hired Mr. John, who will be officially joining us on 1st April 20XX. However, he has already joined us to take over the work and understand the on-going projects from Mr. Andrew.

Mr. John is a capable man, with experience of over 12 years. For your satisfaction and reckoning, we are attaching his credentials with this letter as well. We assure you about his expertise, and that your project will be in professional hands. To top it all, he is a friendly and cooperative fellow, with excellent communication skills.

If you want us to arrange your meeting with him, kindly, update us about your convenient time and date, and we will arrange it. You can contact us at any time at [X].

Thank you.

Regards,

Jeffrey Josh.