23 January 2014

***Alpheius Global Enterprises  
414 St Edmonds Road  
Melbourne VIC 3004***

<Customer Name>

<Customer Company>

<Customer Street Address>

<Customer Town and Postcode>

Dear <Customer Title and Last Name>

Your regular account manager, <Current Account Manager>, will be taking long service leave for the next 3 months. To ensure that you receive the same high level of service, we have appointed <New Account Manager> to take care of your account.

<New Account Manager> has many years of experience in this field and we are confident that the replacement manager will be an asset to your business.

You can contact <New Account Manager> on <New Account Manager’s Phone Number> if you have any enquiries or would like to be briefed on our new range of products and services.

Yours sincerely

Norbert Lightfoot  
General Service Manager  
Alpheius Global Enterprises