[Company Name]

[Company Address]

[City, State, ZIP Code]

**Subject: Change in Point of Contact for [CONSULTING PROJECT NAME]**

Dear [Consultant’s Name],

I hope this message finds you well. I am writing to inform you of a change in the primary point of contact for the [CONSULTING PROJECT NAME]. Effective immediately, [NEW POINT OF CONTACT’S NAME] will assume responsibility for overseeing the project and serving as your main liaison.

**New Point of Contact Details**:

**Name**: [Full Name]

**Title**: [Job Title]

**Email**: [Email Address]

**Phone**: [Phone Number]

[NEW POINT OF CONTACT’S NAME] is fully briefed on the current status of the project and will work closely with you to ensure a smooth transition and continued progress. Please direct all project-related communications, updates, and deliverables to [NEW POINT OF CONTACT’S NAME] going forward.

If you have any questions or concerns about this transition, feel free to reach out to me directly at [Email Address/Phone Number].

Thank you for your understanding and cooperation as we make this adjustment to better support the success of [CONSULTING PROJECT NAME].

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE]

[COMPANY NAME]