

LETTER TEMPLATE

BUSINESS INTRODUCTION LETTER

[Your Name]
[Name of Your Company]
[Address of Your Company]
[City, State, Zip Code]

[Date]

[Name of Recipient]
[Job Role or Title]
[Name of Company]
[Address of Company]
[City, State, Zip Code]

Subject: Introductory Letter

Dear [Name of Recipient],

I am [Your Name], [Your Job Role or Title] of [Name of Your Company] that is dedicated to providing absolute quality [name of product or service]. I am delighted to connect with you and introduce our exciting new line of [name of product or service] best suited for your [type of business or industry] business.

[Name of Your Company] has been in the [type of business] business for over [number] years now. Our notable clients include [enter names of prominent clients in the business]. Our [product or service] can only speak for itself and our growing number of clients are testament to the kind of service and quality we put into our end [product or service].

Please give me a call at [phone number] or through [email address] so we can discuss further how we can conduct our business together.

Best regards,

[Your Name and Signature]
CEO
[Name of Company]

Letter Introducing A New Service

Siddappa N.Byrareddy



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