

## 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].

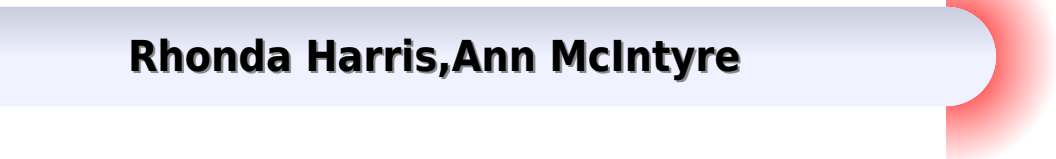
Please give me a call at [phone number] or through [email address] so we can discuss further how we can conduct our business together.

Best regards,

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

# Letter Introducing A New Service

**Rhonda Harris, Ann McIntyre**



## **Letter Introducing A New Service:**

**The Complete Sales Letter Book** Rhonda Harris, Ann McIntyre, 1998-03-02 Hundreds of ready to use model letters for handling various sales situations Aimed at the busy sales rep each letter can be used as it is or can be quickly modified to suit The chapters follow the progression of the sales cycle     How to Say it Rosalie Maggio, 2001 The second edition of this popular one of a kind book is updated with ten new chapters     **The New American Handbook of Letter Writing** Mary A. De Vries, 2000-01-01 In today's fast paced computer based world it's more important than ever to communicate efficiently and effectively This comprehensive guide addresses common correspondence dilemmas and includes over 260 model messages to help you master all forms of written communication personal or business modern or traditional Perfect for home or office use this extensively indexed handbook is an invaluable resource for anyone who wants to compose concise successful messages     **How to Write it** Sandra E. Lamb, 2006 Provides examples and advice on writing announcements condolences invitations cover letters resumes recommendations memos proposals reports collection letters direct mail press releases and e mail     *AMA Handbook of Business Letters* Jeffrey Seglin, Edward Coleman, 2012-07-15 Though the fundamentals of letter writing have remained the same the way we communicate in business is constantly evolving With the understanding that consistently professional correspondence is essential to success in any industry The AMA Handbook of Business Letters offers readers a refresher course in letter writing basics including focusing the message establishing an appropriate tone and getting your readers attention You'll also receive tips that apply to all written forms of communication on things like salutations subject lines signatures and formatting Jeffrey Seglin communications director and professor of Harvard University's graduate and professional school and author Edward Coleman provide over 370 customizable model letters divided into categories reflecting various aspects of business such as sales marketing public relations customer service human resources credit and collection purchasing permissions and confirmations With helpful appendices listing common mistakes in grammar word usage and punctuation the latest version of this adaptable book extensively updated with more than 25 percent new material will assist professionals through every conceivable business correspondence with confidence     *The Rise of Global Delivery Services* James I. Campbell, Jr., James I. Campbell, 2001     *Records of the Proceedings and Printed Papers of the Parliament* Australia. Parliament, 1929     Report of the Postmaster General on the Post Office , 1897     *The Postal Record* , 1927     **Model Letters and Memos** Ron Tepper, 1996-04-06 In addition to these formulas you'll learn how to avoid the common pitfalls of writing letters and memos make correspondence more effective make lengthy documents more readable and virtually guarantee that a recipient will read and understand the basic message You'll also find two chapters of boilerplate letters and memos on more than 125 different subjects all written by technical professionals who are also accomplished writers and communicators Because they can easily be used as templates for crafting similar communications these sample letters are included on the computer disk accompanying the text

**Introduction to the Study of Public Administration** Leonard Dupee White,1926      **Federal Register** ,2005-08  
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**Spectator** ,1929      **The Electrical Journal** ,1914      *Journal of the American Bankers Association* American Bankers  
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## **Letter Introducing A New Service** Book Review: Unveiling the Magic of Language

In an electronic era where connections and knowledge reign supreme, the enchanting power of language has become much more apparent than ever. Its power to stir emotions, provoke thought, and instigate transformation is actually remarkable. This extraordinary book, aptly titled "**Letter Introducing A New Service**," written by a very acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound effect on our existence. Throughout this critique, we shall delve into the book's central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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