**LETTER TEMPLATE**

**BUSINESS INTRODUCTION LETTER**

**[Your Name]  
[Name of Your Company]  
[Address of Your Company]  
[City, State, Zip Code]  
  
[Date]  
  
[Name of Company]  
[Address of Company]  
[City, State, Zip Code]**  
Subject: Introductory Letter  
  
To Whom It May Concern:

The intent of this letter is to introduce **[Name of Company].** I am **[Your Name],** founder and CEO of **[Name of Your Company].** We are in the business of **[description of products or services**]. We provide **[products and services]** to some of the most prominent businesses such as **[examples of clients or businesses using your product or service].**

Please have a look at the attached documents to this letter which provides further information about our **[products or services].** We provide only the best quality **[products or services]** in the market. We are also attentive to after sales needs and have an army of customer service staff more than able to attend to your needs 24/7.

For any inquiries and needs, please feel free to contact us at [phone number] or through **[email address].** You may also check out our website at **[web address].** Thank you for your time and consideration. We are looking forward to hearing from you soon.

Sincerely,

**[Your Name and Signature]**

**[Job Role or Position]**

**[Name of Company]**