**BUSINESS INTRODUCTION LETTER**

Dear New Small Business Customer,

I'm writing today to introduce Office Specialists, and to tell you about an exciting new program we've developed exclusively for small, growing businesses like yours.

Office Specialists is a leading supplier of temporary employees with more than 50 office locations, and a reputation for quality and innovative service we've earned every business day since we began in 1963.

Recently, we established a Small Business Division that enables us to provide temporary clerical, secretarial, and accounting employees more effectively than was possible before.

Based on a complete study of your work environment, our new division is designed to handle the last second surprises and instant demands that cause you to call for temporary help.

Led by specially trained Dedicated Account Representatives, our Small Business Division can provide the rapid response and qualified employees you require whenever you need temporary staff.

You can be sure even on the shortest notice that our temporaries will perform as expected for as long as they're on the job - and that's an Office Specialists promise.

Call us for further information on how our Small Business Division can satisfy your needs for temporary help or simply give us a try the next time you need a temporary.

We appreciate every opportunity to be of service and look forward to working with you.

Sincerely,