**INTRODUCTION OF BUSINESS LETTER**

**[Your name]**

**[Street Address]**

**[City, St. Zip]**

**[Optional – Email Address]**

**[Date]**

**[Name of recipient]**

**[Title]**

**[Company]**

**[Address]**

**[City, St. Zip]**

Supreme Kala

Book Distributions and Equipment- Stationar

It: Introducing Business

Dear,

**[Recipient Name]**

**[Recipient Address]**

We are a company engaged in distributing books- textbooks from various publishers and school stationery needs. In the future, we wish to supply books- textbooks, notebooks, and stationery to schools around the city. As for the price, sales and after-sales service will keep our promise to satisfy all schools.

Sincerely,

Director.