**OFFICE SPECIALIST INTRODUCTION LETTER**

**[Name of recipient]**

**[Title]**

**[Company]**

**[Address]**

**[City, St. Zip]**

**[Date]**

Dear **New Customers,**

I am writing to introduce you to Office Specialists and tell you about an exciting new program. We have developed exciting new programs exclusively for small and growing businesses like yours.

Recently we have established a Small Business Division that enables us to provide temporary clerical and instant demands that cause you to call for quick help.

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

Sincerely,

**[You are Company Name]**