Sender Name

Address

Date

Recipient Name

Address

Subject: Construction Company Introduction Letter

Dear Mr./Ms. [Surname],

On behalf of [Company Name], I am taking this opportunity to introduce you to our company and the services that we offer. We have been on top of the construction industry for the last [N] years and we continue to strive to deliver the same uncompromising quality that has helped cement our reputation as one of the leading companies in the United States.

We just recently received an information that your company needs certain services that our firm can provide. We specialize in design-build projects and we offer a systematic and meticulous preconstruction process that would guarantee you solid and satisfying results. We also provide all the materials that you need and we are familiar with a number of delivery methods. In line with the project’s unique needs, we will tailor our approach to help you find the best process to meet your goals.

Our company keeps a strong portfolio that includes some of the well-known brands all across America such as [Client/Brand List]. It would be a great honor if your company will be added to our outstanding list of clients. We would be more than glad to assist you in this noble enterprise. I will reach out to you soon to make a formal offer of our services.

Warm Regards,

[Name and Signature]

[Job Position/Title]

[Company Name]