To: example@email.com

Sub: Business Introduction

Dear Mr. Cooper,

I would like to introduce our organization Mates Cleaners Limited that specializes in the business of providing cleaning services to various office premises.

We have been specializing in this business since last ten years. Our client list includes the reputed organizations in the city. We not only provide cleaning services, but also plumbing service and cleaning of the sewage pipes and drains. Our clients have been satisfied by our service and we have never received a single complaint since the inception of the business. It would be a great honor do business with you and that will add another reputed organization in our client list.

I would be highly grateful if you consider us for providing cleaning service to your office premise. I am also attaching a word file stating our quotation. In case of any further query, you can mail us or call us at 03039-3933-989493

-Regards,

Nathan Lee

General Manager