Dear **Ms. Samantha Parker**,

Good day!

I am writing on behalf of **Delta Corp.**. We are a company known for providing high-quality services in the country. We would like to formally introduce our company and services to you.

We have been in this business for **5 years** and can proudly say that we have grown our client-base because of our relentless drive to meet the clients’ needs. We have offices spread all over major states in the country. We are also associated with several major companies across the country and overseas.

It would be a pleasure to be associated with your company and provide services for your business. Please do not hesitate to contact us anytime for any queries. Thank you for your time and consideration.

Regards,

**Martha Collins**

**Manager**, **Delta Corp.**