**Introducing professional clients to your team**

*From:* *Barry Sanders*  
*Manager, Heavy Duty Contractors*  
*612 Southern Street*   
*Seattle, WA. 48100*

*10th January 2021*

*To:* *H&M Advocates*  
*4467 Garfield 33 Ave.*  
*Seattle, WA. 3381*

*Dear Whom, It May Concern:*

*I would like to introduce you to Marcos and Juan, and they will be the people tasked to do the air conditioning installation in your offices as agreed. They are competent in their work and will ensure you get the best air condition system available, and by the day you requested.*

*Their contacts are; Marcos (555) 5555-000 and Juan (111) 88-44-12 should wish to reach out. You can also contact HR through the provided information for any queries.*

*Yours Sincerely,*

B. Sanders