**Introduction through Email**

*Jones,*

*AAA Limited.*

*February 1, 20XX*

*Mr. PQR,*

*North Avenue,*

*Dear Mr. PQR,*

*If I may introduce myself, I am John Price, and I would like to introduce our car company, Auto Earth Limited. Auto Earth Limited. We will take care of all your car needs.*

*At Auto Earth Limited, we offer various services, from sales down to repair of automobiles and purchasing second-hand cars. We have our friendly staff to help you look for the vehicle that best fits your needs. Please contact us by calling our telephone number 0000-555-555 and ask for the Auto Earth outlet nearest you.*

*We hope you will get the chance to visit us and buy a car that fits your needs from us. Looking forward to more production deals with you.*

*Best Regards,*

*PQR,*

*Director.*