**LETTER TEMPLATE**

**COMPANY INTRODUCTION LETTER**

**[Your Company Letterhead]**

**[Date]**

Dear Sir or Madam,

I am writing to introduce our company **(your company name**) as we wish to establish a relationship with you and your organization. We are an innovative and value driven company in the business of **xxx (describe what your business does).** We are currently based in **(location)** and working towards taking over the **(name of your industry) market** in **(location)** and beyond. We have been able to **(describe your competitive advantage)** and we pride ourselves as one of the industry leaders in this area.

Over the past twelve (12) months, we have been able to **(outline and briefly explain the milestones you have reached in the past year).** In addition to all our accomplishments our have brought to our organization, it has also opened opportunities for us to grow without limits.

We are currently **(future that concerns the addressee).** It is for this reason we would like to **(state your request and follow up with the benefit the addressee stands to gain).**

I look forward to hearing from you soon and remain hopeful of your decision.

Yours Sincerely,

**[Name]**

**[Title]**

**[Company name]**

**[Website]**

**[Phone number]**

**[Address]**