**WELCOME LETTER TO NEW COMPANY**

123 Business Rd.

Business City, NY 54321

123 Main Street,

Anytown, CA 12345

September 01, 20XX

Dear

Doe Iron Works extends a big Kansas welcome to your company. We have been in business in this area for thirty years and have watched Springfield grow from a small farming community to a thriving industrial center. This is a good area for manufacturing companies, and the economy is very strong.

Doe Iron Works specializes in repairing farm and industrial equipment. Keeping up with new technologies, we have moved into the computer age with computerized welding, stock management, and parts ordering. We have the most versatile parts department in the state. Please give us a call if we can help you get settled.

I am also the president of the local manufacturing association. Our next meeting is June 12, and I would like to invite you to attend. I will call with more specific information.

Again, welcome. I believe your company will be a real asset to our community.

Sincerely,