[Your Name]  
Name of Your Company  
Address of Your Company  
City, State, Zip Code  
  
[Date]  
  
Name of Company  
Address of Company  
City, State, Zip Code  
  
Subject: Introductory Letter  
  
To Whom It May Concern:

The intent of this letter is to introduce [Name of Company]. I am [Your Name], founder and CEO of [Name of Your Company]. We are in the business of [description of products or services]. We provide [products and services] to some of the most prominent businesses such as [examples of clients or businesses using your product or service].

Please have a look at the attached documents to this letter which provides further information about our [products or services]. We provide only the best quality [products or services] in the market. We are also attentive to after sales needs and have an army of customer service staff more than able to attend to your needs 24/7.

For any inquiries and needs, please feel free to contact us at [phone number] or through [email address]. You may also check out our website at [web address]. Thank you for your time and consideration. We are looking forward to hearing from you soon.

Sincerely,

[Your Name and Signature]

Job Role or Position

Name of Company