**COMPANY INTRODUCTION LETTER FOR NEW BUSINESS**

[COMPANY LETTERHEAD]

[DATE]

[NAME OF CLIENT]

[NAME OF DEPARTMENT]

[NAME OF COMPANY]

[CLIENT COMPANY STREET ADDRESS], [CITY]

[STATE], [ZIP CODE]

**SUBJECT: COMPANY INTRODUCTION LETTER**

Dear Mr./Ms. [NAME OF CLIENT],

It is of great delight and pride to introduce our company [NAME OF COMPANY], a new entry in the advertising industry with the hopes of establishing a relationship with you and your organization.

We are a full-service advertising company currently based in [COMPANY LOCATION] with the aim of rendering quality and creative digital marketing services to companies like you. The primary approach of our company is based on the simple analogy that the success of our clients equates our success as well and this shall be our guiding principle in every transaction.

Our company is composed of highly enthusiastic and experienced advertising agents and is fully equipped with the latest digital platform and technology ready to satisfy your marketing and promotion demands. To fully orient you with our capabilities and the range of services that we offer, I have attached a business brochure.

Through this letter and the enclosed brochure, I fervently hope that you will have a clearer insight into our company.

I look forward to hearing from you and anticipate the possibility of us working together.

Sincerely yours,

[NAME AND SIGNATURE]

Partner and Co-Founder