**Introducing professional clients to your team**

*Subject: Official Introduction*

*Dear Mr. Wells,*

*I am pleased to introduce Mr. Winks; he will be the coordinating supervisor on the upcoming borehole drilling project to be carried out on your farm. He represents the company on the ground. You can consult him on any matter concerning the project and given his extensive experience; it is my belief you will find him very resourceful.*

*Mr. Winks, Mr. Wells is a client of ours for whom we are to provide our drilling services. He is very understanding and also knowledgeable in water supply systems.*

*It is my belief you will develop a mutually beneficial partnership in this project.*

*Regards,*

*Cindy Nice*

*Manager*

*Hot & cold Drilling Co.*