

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 organisation. 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 up opportunities for us to grow without limits.

We are currently (future plans 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.

Or

For (company name)

WENDY PAULET CONSULTS

...creating value through business

Name

Website

Phone number

Address.