

Business Introduction Letter to New Clients

[Date]

[Client Name]

[Client Position Title (if applicable)]

[Client Company Name (if applicable)]

[Client Address]

Dear [Name of Client],

Thank you for choosing [Name of Company] as your business partner. We are excited to start working with you and hope to build a long-lasting relationship.

At [Name of Company], we pride ourselves on providing excellent service and high-quality products. We understand that your business is important to you, and we will do everything we can to meet your needs.

We look forward to working with you and getting to know you better. If you have any questions or concerns, please do not hesitate to contact us. Thank you again for choosing [Name of Company].

Sincerely,

[Your Name]

[Your Signature]

Enclosure: Company brochure