**LETTER OF INTRODUCTION**

Anne Smith

Smith Group of Companies

July14, 20XX

Ms. Cindy Bright

CEO

LOCTUS Limited

IT Park, Manila

Dear Ms. Bright,

My honour is to present to you one of my closest friends and business partner, Ms. Betty Jones. We have known each other for quite some time, and it was an honour for you to be associated with her professionally.

She has a chain of jewellery stores in the UK, and she has gained success in her business deals. Now, she is thinking of expanding her business for it to be a global brand and has decided to open a branch in Manila.

It is by Ms. Jones’s request that I am introducing her to possible business collaborations in Manila. She has heard about you and is excited to meet you and discuss her venture with you.

We will be very grateful if you will find time to meet her and explore ways to help her plans. Soon she will be in Manila and get in touch with you as quickly as possible.

Best Regards,

Anne Smith

Director.