**LETTER OF INTRODUCTION**

**[Name of the company]**

**[Address of the company]**

**[Phone Number]**

**[email]**

**[Date]**

Dear New Customers,

I’m writing to introduce you to Office Specialists and tell you about an exciting new program. We’ve developed exciting new programs exclusively for small and growing businesses like yours.

Recently we’ve established a Small Business Division that enables us to provide temporary clerical and instant demands that cause you to call for quick help.

Call us for further information on how our Small Business Division can satisfy your needs for temporary help or give us a try the next time you need a quick.

Sincerely,

**[Your Company Name]**

**[Your Name] [Signature]**

**[Your Address]**

**[Date]**