**LETTER OF INTRODUCTION**

Supreme Kala

Book Distributions and Equipment- Stationary

**[Recipient Name]**

**[Recipient Address]**

**[Date]**

**[Address]**

It: Introducing Business

Dear,

We are a company engaged in distributing books- textbooks from various publishers and school stationery needs. In the future, we wish to supply books- textbooks, notebooks, and stationery to schools around the city. As for the price, sales and after-sales service will keep our promise to satisfy all schools.

Sincerely,

Director.