**LETTER OF INTRODUCTION**

Michael Smith,

Laz Mobiles Limited.

July 15th, 20XX.

Mr. Carlton Scott,

Managing Director,

BS International,

Westminster,

The United Kingdom.

Dear Mr. Scott,

I take immense pleasure in introducing you to Laz Mobiles Limited, a six-year-old multinational company in the business of manufacturing mobiles. We have around 60 prime offices globally in different states in the United Kingdom. Laz Mobiles Limited is in the process of expansion internationally.

We undertake mass operations and specialise in undertaking corporate offers to cater to the needs of every company. Our sole aim is to provide unique and unheard features to the concept of mobile technology. Please find an attached copy of our company profile and our achievements in the past.

I want to arrange a personal introductory session further to emphasise our company’s merits and top service. In this regard, I wish to propose to call you by the end of the week.

I look forward to the meeting.

Regards,

Michael Smith,  
Managing Director.