**LETTER OF INTRODUCTION**

**[From]**

**[Sender’s Name],**

**[Designation]**

**[Sender’s Address]**

**[Date]**

To:

Mr/Ms/Mrs. Last Name,

Let me introduce myself formally. I am \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; we met each other in the monthly meet organised by our common sponsor Mr. \_\_\_\_\_\_\_\_\_. Congratulations on your new contract with XYZ Enterprises.

The purpose of writing this letter is to introduce to our company \_\_\_\_\_\_\_. It is my pleasure to present our products. I attached catalogues and other relevant particulars of the company. I would highly appreciate it if you allowed us to meet you personally for a detailed presentation.

Thanking you,

Sincerely,

**[Name]**

**[Date]**