**LETTER OF INTRODUCTION**

From:

Amanda Matthews

General Manager

Skincare Solutions,

34, Houghton Street

London

To:

Kate Richards

Skinners

141, Brick Lane

London

July 4th 20XX

Dear Ms. Richards,

We are happy to introduce you to our latest development, anti-wrinkle cream “Magic Youth” Many volunteers have tested this product and got satisfaction. We have got positive feedback from all those who have tried the product. We thought that you would be interested in the product. Therefore, we are enclosing a sample of the cream if you decide to try it on your customers.

One of our specialists will contact you shortly to describe the product in detail and answers your question.

Thank you

Sincerely,

Amanda Matthews