**INTRODUCTION LETTER**

Eros hotel

Manager Name

UK

555-444-1234

eroshotel@eros.com

15th February 20XX.

Dear Recipient’s Name,

I want to take this opportunity to introduce to you our company Iris Private Ltd. This company has been involved in the event management business for the past seven years.

We provide high-quality service for reasonable prices. Our company would like to provide services to your hotel. The marketing team of the company will get in touch with you soon.

Sincerely,

Eros Hotel.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_