**INTRODUCTION LETTER**

ABC Company,

Manager Name

123 street, CA

Phone Number

abccompany@abc.com

25 september,20XX

Hi John,

Thanks for accepting my connection request. I hope this message finds you well.

I’m reaching out to you because I have recently opened a small coffee shop on the corner of Blake Street. We supply coffees and other refreshments, such as cakes and crisps to businesses in the local area, both take away and sit in.

As you are new on the block, I wanted to welcome you to the neighbourhood and invite you to come down to the shop for cake and coffee. We can also discuss the catering and refreshment services we provide if they are of interest to you.

Let me know what day suits you. I look forward to meeting you.

Thanks,

Lucy

lucyfernandiz@mail.com

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_