

John Cena,

XYZ Company.

June, 12 2016

Dear Mr.Robinson,

I take immense pleasure in introducing to you XYZ Company, a five-year-old multinational company in the business of manufacturing mobiles. We have around 62 prime offices globally in different states in UK. We are in the process of expansion internationally.

We undertake bulk operations and specialize in undertaking corporate offers to cater the needs of different companies. Our sole aim is to provide exquisite and unheard of features to the concept of mobile technology. Please find attached a copy of our company profile and our achievements in the past.

I would like to arrange a personal introductory session to further emphasize on our company's merits. In this regard I wish to propose to call your office by the end of this week.

I look forward for the meeting and the association with your esteemed company.

Regards,

John Cena,

Managing Director.