**A Sample Self Introduction Letter**

Christopher Adams  
Medical Representative  
Glen Mark Pharmaceuticals  
12431 Fair Oaks Boulevard,  
Fair Oaks, CA,  
United States

(916) 966-5010

Date: December, 10 2008

Lisa King  
Stock Keeper  
Green Bay Hospital  
8146 Greenback Lane,  
Fair Oaks, CA,  
United States  
(916) 969-1980

*Dear Ms. King:*

The main aim of writing this letter is to introduce myself as Glen Mark's new Medical Representative. I have recently joined the company and am working in the Sales team. I understand that your hospital has been a long time customer of the company.

I have just completed the orientation program, which is mandatory to all the new recruits. I need to be familiar with all the key customers of the company. To begin with, I have decided to meet personally all the customers and understand their requirements and there problems.

I will call you by the end of this week and fix an appointment at a suitable time. In the meeting, I would like to show our new products and sort out the problems you faced regarding delivery of medicines last month. We will have a detail discussion on the issue and find out the shortcomings.

As a medical representative, I have to look into the ways that will help in serving you better. That is my responsibility. I look forward to meet you personally and discuss out the details about various schemes and discounts on new medicines that we have launched in the market.

*Yours sincerely*

*Christopher Adams*