

COMPANY INTRODUCTION LETTER TEMPLATE

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Introduction

A company introduction letter basically describes the many details and services of a particular company to another company. The letter consists of all important details of the company which would be useful to the other company or which other companies would like to know.

The letter is generally written in a formal way and hence should be written carefully. If you ever want to write a similar letter, you can take a look of the below mentioned sample letter.

Company Introduction Letter Template Tips

Here are some of the helpful tips to write a Company Introduction Letter Template

- Explain all the details about the company to the receiver
- Do not make it too long
- All the services provided by the company should be written in brief
- No spelling and grammar mistakes should be made while writing the letter
- The letter should be written in a decent and formal language
- The receiver should be thanked and should be persuaded for giving the opportunity

Sample Company Introduction Letter Template

From,

Date: _____ (Date on Which Letter is Written)

To,

Subject: Company Introduction Letter Template

Dear Sir,

I am writing this letter to you to basically give you a brief introduction of our company which is new to the market; we specialize in manufacturing aluminum and brass sheets that is used these days for many activities. We import these products and would be glad to know if you would be interested in purchasing some.

We at our firm give the best output to our esteemed clients and won't give them an opportunity to complain with regards to quality and quantity. I am attaching the brochure of our materials along with this letter. You can have a look and then decide accordingly. Once again would love to work with your firm and thus would be eagerly awaiting your reply.

Thanking You

Yours truly,

Name and Signature

Company Introduction Letter Template

From,

Date: _____ (Date on Which Letter is Written)

To,

Subject: Company Introduction Letter Template

Dear _____(Sir or Madam)

I(name of the sender) on behalf of.....(name of the company) is writing this letter to you in order to introduce to you about our company which is new in the market. Our company which was established two years back specializing manufacturing all kinds of branded sheets that is used mainly in construction companies.

We give the best to our clients and if you too require those sheets we would be grateful to provide it to you. Do check for our sample work on our website to get a brief idea of work. Till then would be awaiting your reply.

Yours Truly,

Name of the organizer

Sign of the organizer

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