

Self-Introduction Letter

From: Naveen Kumar
XYZ Company
New Delhi.

To:
ABC Company
Margdarshi Road,
New Delhi.
29th January, 2007.
Dear Sir,

I would like to take the opportunity of introducing myself as the new Sales Agent of XYZ Company. I have joined the Company very recently. From my study of the records of the company, I understand that you are one of our most valuable customers.

As a first step towards a mutually growing business relationship, I would like to meet with you in your office at timings convenient to you to enable me to get to know your company better. I would also like to discuss with you some of the latest products we have for you.

I would call up your office to fix an appointment and I look forward to meeting you in person.
Thanking you,

Sincerely,

Naveen Kumar

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Sample Letter Of Self Introduction

Michael Rabiger



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