

## **LETTER OF INTRODUCTION**

[Your name]  
[Street Address]  
[City, St. Zip]  
[Optional – Email Address]

[Date]

Hello Cecilia,

I hope the week has been good for you! I'm writing to introduce you to our new project manager, Patricia Jefferson. Patricia comes to us with several years of project management experience, specifically in managing large, long-term construction projects for multifamily residences. Her background will be extremely helpful for our team as we launch our plans for next year.

While you will not be working with Patricia on a daily basis, she will be able to provide you with regular timeline updates as you present our progress in the quarterly company meetings. You can find her email at the top of this note, feel free to reach out directly as needed.

We're excited about having Patricia on board, and I look forward to your new working relationship. Please let me know if you need any additional information moving forward.

Thanks for your time.

Sincerely,

[Yours Signature]  
Gertrude Petty

# Sample Introductory Letters Aradi

**Chao Zhang**



## Sample Introductory Letters Aradi:

Antiquarian Bookman ,1966      *Bookseller and the Stationery Trades' Journal* ,1957      Diffusion and Defect Data ,2004  
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Everyday Letters for Busy People Debra Hart May,1998 Erveyday letters and hundreds of sample letters you can copy or adapt at a minutes notice      **Introductory letter** Jean Desbrosses,      **Introductory letter** Fred W. Sweney,  
Introductory letter Francis Lister Hawks,      **The Best Sample Letters** Jarvis Lee,2001      *Write Any Letter* Rama Shankar Shukla,2019-02-13 This book contains everything about letter writing Formal letters informal letters applications business letters business correspondence communication skills resume writing emails application letter for job or business email A must for all those who want to know abc to xyz of letter writing This book is ideal for all be it a student or a professional or a beginner or a teacher It is a small version or starter of a previously published book All Letters Applications Business Letters and Business Email      **Letters and Lettering** Frank Chouteau Brown,2017-05-26 This work has been selected by scholars as being culturally important and is part of the knowledge base of civilization as we know it This work is in the public domain in the United States of America and possibly other nations Within the United States you may freely copy and distribute this work as no entity individual or corporate has a copyright on the body of the work Scholars believe and we concur that this work is important enough to be preserved reproduced and made generally available to the public To ensure a quality reading experience this work has been proofread and republished using a format that seamlessly blends the original graphical elements with text in an easy to read typeface We appreciate your support of the preservation process and thank you for being an important part of keeping this knowledge alive and relevant      **Introductory Letter** Hugh Miller,Glasgow Maternity and Women's Hospital,1881      **The Young Man's Book of Classical Letters** ,1850      *The Young Man's Book of Classical Letters* ,1842      The Young Man's Book of Classical Letters Consisting of Epistolary Selections ,1853

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