

Jones,

AAA Limited.

January 12, 2015

Mr. PQR,

North Avenue,

Dear Mr. PQR,

Allow me to introduce myself, I am John Price and I would like to introduce to you our car company, Auto Earth Limited. We will take care of your car needs especially the latest four-wheel automobiles available in the market.

At Auto Earth Limited, offer various services, from sales down to repair of automobiles as well as we also purchase second hand cars. On your visit, we have our friendly staff to assist you in looking for the car that best fit your needs. Please call us at our telephone number 0000-555-555 and ask for the Auto Earth outlet that is nearest to you and we will be glad to assist you in your car needs. As part of our aim to give you a hassle free transaction, we are affiliated with various banks wherein you can avail for car loans and leave the processing with us.

We hope that you will get the chance to visit us and of course buy you latest four wheel automobile from us. Looking forward to more production deals with you.

Best Regards,

PQR,

Director.

Sample Business Introduction Letter To New Clients

Ifeoluwapo Wumi



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