**Introduction Letter to business template**

Recipients address

Your address and contact details

Date

Objective: (No more than one sentence)

Dear (insert full name),

I am writing to introduce myself as a potential business partner and client. I am the manager of (insert company name) we are a company that specialise in (insert the speciality) and I believe that we would be a great asset and client to your company.

We follow this aims and values (brief description of aims and values) and I believe that we would have a very strong working relationship. We could bring a young fresh approach while learning from your experience and expertise.

If you would like to discuss this prospect further, please feel free to contact me using the contact details above, and hopefully we can look forward to a very long and prosperous working relationship.

Yours sincerely,

(Sign and print name)