

Dear madam or Sir,

The purpose of this letter is to introduce you to our company and our products and services.

I am enclosing a brochure with the products and services that we provide and our rates.

Our entire staff stands ready to work with you in any way we can.

Please, do not hesitate to contact us if you need any further information. We would be delighted to answer any questions you might have.

Yours sincerely,

Fred Toddington
Sales Manager