

# Download Company Introduction Letter

A business introduction letter is the process of introducing the business, a product, or a service to a company, to a group, or to the individual who can yields profits to the company. A good business introduction letter should be first class mail because it is fast, accurate, reliable and economical. Important rules to follow This sample introduction letter was written for a typical situation in which a newly hired company sales representative introduces himself to the current customer list and proposes a first face-to-face meeting. Writing a great cover letter, or letter of introduction, doesn't have to be difficult. With the proper letter of introduction template, and a couple of helpful tips and tricks, you can create a persuasive, professional business letter that helps you stand apart from the competition. Some people find the idea of writing a letter of introduction a bit intimidating,; after all, you really only ...

Sample Product Introduction Letter  
From: Production Department / Marketing Department  
John Productions 701 First Avenue Sunnyvale, CA January 10, 2013  
To: All Staff of John Productions  
Subject: Introduction of New Product  
Dear staff members, Mursil Productions is glad to inform you that the company is ready to launch a new product that will be available in the market from next month onwards. - Company Introduction Letter