

Template for Small Business Introduction Letter

[Your Name]

[Your Title]

[Your Company]

[Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

My name is [Your Name], and I am the [Your Title] of [Your Company]. I am writing to introduce [Your Company], a [brief description of your business].

The purpose of this letter is to [state the purpose of your letter]. At [Your Company], we [briefly describe what your business does and its benefits to the recipient].

We believe that [explain why the recipient should be interested in your business]. I would love to discuss how [Your Company] can [mention any potential benefits or offers].

Please feel free to contact me at [phone number] or [email address] to schedule a meeting.

Sincerely,
[Your Name]
[Your Title]
[Your Company]
[Phone Number]
[Email Address]