

## Business Introduction Letter to New Clients Sample

From:  
Michael Brown  
Professional Food Supplies  
54, Gracious Complex,  
London

Date: March 17<sup>th</sup>, 2020

To,  
Rachel Damon  
Flavours of World  
London

Dear Ms. Damon,  
I, Michael Brown, Marketing Manager at Professional Food Supplies would like to introduce my company to you. We are into supplying deli products, vegetables, fruits, groceries along with an extensive range of goods for kitchen to hotels and restaurants.

We came to know that you are a new restaurant in town and because it is the initial stage, you have your staff employed to manage all the daily purchase for you. I would like to offer you our professional services which take complete care of your everyday needs so that you can focus on serving the best food to your guests. We promise to fulfill all your requirements with no compromises in quality that will not only save your time and energy but will also be cost-effective.

We have been in the industry from last 12 years and we have been taking care of supplies of various restaurants and hotels in the city. You can email your everyday orders and your order will be delivered at your doorstep at the time of your choice with no extra charges. Our prices are competitive and our quality is premium.

We have a wonderful range of products that include dairy, fruits, vegetables, bakery, spices, pulses, grains, meat etc. which are procured from different sources and different brands and are stored at our warehouse with proper care.

Please find attached our catalogue and we would be happy to serve you. If you have any queries, please feel free to get in touch with me at 9898989898 or email me at michael@abc.com.

Thank you for your time. Looking forward to work with you.

Best regards,  
Michael Brown  
Marketing Manager  
Professional Food Supplies  
London

# Sample Business Introduction Letter To New Clients

**J Dewey**



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