

## 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

**Rosalie Maggio**



## **Sample Business Introduction Letter To New Clients:**

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most chapters include a section called Client Stimulations showing a paralegal in a law office environment performing each required task Students will find an excellent discussion of the substantive law and procedural tasks involved in the formation and maintenance of each business entity Each chapter begins with clearly defined chapter objectives setting both the tone and agenda and ends with chapter summaries review questions and lists of key terms Moreover checklists and worksheets are included for each business entity the text includes coverage of limited liability companies and limited liability partnerships the latest business entities A full 8 chapters are dedicated to corporate law covering such topics as formation financial structure meetings shareholders rights and liabilities corporate changes and more There is a chapter on trademark registration which includes application filing and trademark protection Student Workbook The student workbook places the student in a fictional law office working as a paralegal for a corporate attorney Emphasizing hands on experience it helps build proficiencies in document drafting and file maintenance that accurately reflect law office experience By performing typical paralegal tasks in the receptive environment of the classroom students receive helpful feedback And The reassurance that they will leave this course with the requisite knowledge to do the job demanded of them Section I Organizational Matters focuses on the creation and organization of a state specific resource binder in which the student will adapt checklists to meet state requirements As well as compile relevant state statutes frequently used telephone listing filing fee information and state specific forms Section II Client Matters focuses on the drafting of documents for hypothetical clients

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