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From

Sender's Name,

Designation,

Sender's Address

Date (e.g. 15 May 2012 or May 15, 2012)

To:

Mr/Ms/Mrs Full Name of the receiver,

Designation,

Receiver's Address

Dear Mr/Ms/Mrs Last Name,

Let me introduce myself formally. I am _____; we met each other in the monthly meet organized by our common sponsor Mr._____. Congratulations on your new contract with XYZ Enterprises

The purpose behind writing this letter is to introduce to our company _____. We have an experience of over seven years as pioneers in our field. It is my immense pleasure to introduce to you our products and services. Please find enclosed catalogs and other relevant particulars of the company. I would highly appreciate if you allow us to meet you personally for a detailed presentation.

Thanking you,

Warm Regards,

Full Name

Encl: Catalogs

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