

Example of Business Letter of Introduction to New Clients

Robert Robinson

Manager

XYZ Technologies Pvt. Ltd.

23 Herald Street, New York

Date: 23.08.16

To,

Adam Smith

Branch Manager,

ABC Bank

11 A, Richmond Street, New York

Dear Mr. Smith,

We recently came across the requirement of your esteemed bank for computer hardware and software in your new branch coming up in New York.

In relation to your needs, we would like to offer you our services. XYZ Technologies Pvt. Ltd. is an IT company which was established in the year 1990. Since then we have grown up to become a professionally reliable company offering committed IT services to our clients across New York. We are proud for being ranked as the No.1 IT Company in New York in 2014-15 and 2015-16. Our services have lots of advantages for our clients as we follow client centric approach to understand your requirements and deliver the best of the services at the best of the prices.

We would really appreciate if we can meet you in person and present you our services that will help your business grow. Please let us know the convenient time to meet you so that a representative from our Company can visit you.

Looking forward for your response.

Sincerely,

Robert Robinson

Manager

XYZ Technologies Pvt. Ltd.

Sample Business Introduction Letter To New Clients

Sabine Zange



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How to Market Your Way to a Million Dollar Professional Service Practice Bob Serling,2006-05 This is a collection of four works by Bob Serling on how to build your Professional Service oriented business into a million dollar powerhouse

Practical advice and sample marketing information are provided. In addition, purchasing this book entitles the reader to download four pre-recorded QA sessions with the author.

Guerrilla Marketing for Financial Advisors Jay Conrad Levinson, Grant W. Hicks, 2003

Through the eyes of two Guerrilla Marketers, this book shows you Guerrilla Marketing ideas to help you build your business and make more as a financial advisor than you ever thought possible. Jay Conrad Levinson, author of the highly successful Guerrilla Marketing series of books, has teamed up with financial advisor consultant and coach Grant W. Hicks, CIM, FCSI, to uncover all aspects of marketing for financial advisors. This work is a collection of fourteen years of researching and testing the best ideas for financial advisors. Grant's educational website www.financialadvisor-marketing.com has additional resources to help any advisor at any level become more successful. This easy-to-read book will be an abundance of resources advisors need to dramatically change and grow their business. Inside, you will find nine chapters including samples and templates to help build your business. The following is a chapter summary that will take the reader through forty business and marketing ideas, principles, and examples that have been used successfully, and step by step on how to apply them to your business:

1. Build a Better Business and Marketing Plan
2. Getting New Clients from Outside Sources
3. Getting New Clients from Internal Marketing
4. Welcoming New Clients
5. Wowing Clients
6. Mastering Service for All Clients
7. Taking Your Business to the Next Level
8. Marketing Principles for Financial Advisors
9. Guerrilla Marketing Tools and Marketing Action Plan Worksheets

If you want to be a successful advisor in your market and improve your client service levels, then *Guerrilla Marketing For Financial Advisors* is your marketing blueprint. It is time for advisors to take action.

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