

## **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

**Suzanne Gilad**



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

**Job Coach-Life Coach-Executive Coach-Branding-Letter & Resume-Writing Service** Anne Hart,2005-10-07 Here s how to start your personal service business Develop an icon logo and motto for your coaching clients As a job or career coach an executive coach or a life coach you will be presenting and classifying your client s competencies writing resumes cover letters and creating a wide variety of business correspondence including sales letters news releases and direct mail copy You will be planning events for your clients and their prospective employers You ll need to really work a room to find clients as well as niches or jobs for clients when networking at professional associations and trade shows Most frequently you ll be asked to write evaluate and repackage resumes cover letters and other summaries of qualifications of your clients A resume is a summary of qualifications A career coach helps clients find success by taking step by step detailed concrete strategies that solve specific problems get results and reach a defined goal A resume writing business online can be combined with a career coaching enterprise The steps are outlined here for you to follow in chronological order to open and operate a resume writing service business and also a career coaching enterprise online from your home mobile location or office You can telecommute online and still help people find direction by offering information training or consulting services Here s how to open an online business at home presenting and packaging your clients competencies Make your living writing resumes business letters and being a job coach Help clients obtain appoints for interviews that may eventually lead to finding work Write and repackage resumes and all types of business correspondence from cover letters and follow ups to direct mail or trade show sales letters

**How to Write It, Third Edition** Sandra E. Lamb,2011-08-30 Write personal and professional communications with clarity confidence and style How to Write It is the essential resource for eloquent personal and professional self expression Award winning journalist Sandra E Lamb transforms even reluctant scribblers into articulate wordsmiths by providing compelling examples of nearly every type and form of written communication Completely updated and expanded the new third edition offers hundreds of handy word phrase and sentence lists precisely crafted sample paragraphs and professionally designed document layouts How to Write It is a must own for students teachers authors journalists bloggers managers and anyone who doesn t have time to wade through a massive style guide but needs a friendly desk reference

**How to Write an Impressive CV and Cover Letter** Tracey Whitmore,2017-12-21 Your CV cover letter and LinkedIn profile are your first communication with a prospective employer As the job market is more competitive than ever grabbing an employer s attention and making the right first impression has never been more important If you compromise on the quality of your CV cover letter and LinkedIn profile you reduce your chances of winning an interview This book which will appeal to anyone from entry level to board level is a step by step guide on how to approach job hunting and achieve a killer competitive advantage by producing an impressive CV cover letter and LinkedIn profile Invaluable views and advice from senior HR and industry professionals who are often the first point of entry are provided throughout the book

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**Understanding Business Valuation** Gary R. Trugman, 2018-01-08 This fifth edition simplifies a technical and complex area of practice with real world experience and examples Expert author Gary Trugman's informal easy to read style covers all the bases in the various valuation approaches methods and techniques Author note boxes throughout the publication draw on Trugman's veteran practical experience to identify critical points in the content Suitable for all experience levels you will find valuable information that will improve and fine tune your everyday activities

*The Encyclopedia of Business Letters, Faxes, and E-mail* Robert W. Bly, Regina Anne Kelly, 2009-01-15 A revised updated edition with more than three hundred sample letters memos and e mails and new tips on how to use and adapt them The era of long leisurely letters is gone no one has time to waste in today's workplace and communication revolves around fast faxes instant e mails crisp memos and concise messages That's where *The Encyclopedia of Business Letters Faxes and E mails* can help whether you're starting out in the corporate world or just want to feel more confident in your daily business writing You will find more than three hundred sample letters memos and e mails you can use as is or adapt for your own purposes Letters are organized into chapters by category and a detailed table of contents guides you quickly to the one that best suits your needs Each is accompanied by useful information including how to format design print and deliver your correspondence for best effect This revised edition contains more help than ever with An expanded introduction to letters faxes and e mails with new tips on the best use of each Guidance on the nuances of e mail including how to avoid common pitfalls Dozens of additional sample e mail formats to meet today's communication needs More focused directions for organizing your thoughts and composing even the toughest kinds of correspondence

Network World, 2002-07-15 For more than 20 years Network World has been the premier provider of information intelligence and insight for network and IT executives responsible for the digital nervous systems of large organizations Readers are responsible for designing implementing and managing the voice data and video systems their companies use to support everything from business critical applications to employee collaboration and electronic commerce

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