



Date: [Select Date]

Dear [Name],

Please let me take this opportunity to introduce myself as the newly appointed [job title] for [Company name]. As I joined the company recently I went through our records to find that you are one of our most valuable customers.

As an initiative to a growing business relationship that will benefit both of us, I will be pleased to visit you in your office at your convenience in order to understand about your company to enable me to provide you with a better service. I could also introduce our new products to you.

I wish to call in your office, want to make the appointment, as am looking forward to meeting you personally.

Sincerely,

[Full Name - Signature]

[Contact Details]

[Company Details]

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Introducing Myself To Staff Sample Letter

Lingjun Ying



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