**Subject: Company Introduction Letter**

Dear Johnson,

I would like to introduce myself and my company to you. I am Managing Director of my newly established IT support company. Its head office is located at V-61, Creek Rd Niles, Michigan. The company was established in 2019 and since then we provide top-quality IT services to our clients. Currently, we are offering laptop/computer repairing, IT support, networking, installation of windows/software, and maintenance services of various kinds.

I have come to know that you were searching for a reliable IT support company for your official matters. You can trust us in this regard. Our rates are lowest as compared to the rest of the market because we are aiming to provide top quality service to our clients at reasonable prices. On your visit to our company, you will find friendly staff who will give you proper guidance.

We take all our clients equally with dedication and professionalism. We are there to help you with whatever your networking, maintenance, or software problems are. We provide urgent services as well. If you are unable to visit our company office, you can call us, and our representative will visit your office. Apart from this unique service, we have also designed our customized packages to suit all your demands. The aim of doing all this is to provide you with quality consultancy in IT services.

Through our IT consultancy services, we aim to increase our client's business productivity. I am enclosing more details in this letter about my company. Please feel free to contact us if you have any question regarding working of our company or any other kind of information.

Regards,

Julia Anderson