**Date:**

**To**

**[The Recipient]  
[Business/Address]**

**Re. An Introduction to the Business of [NAME OF THE COMPANY].**

Dear [NAME],

First, we are thankful to you for expressing your interest in working with us and providing us a chance to prove ourselves as a credible and worthy business in the field of organic products. In this letter, as titled in the subject of the letter, I would introduce our business to you and the products we prepare. It purports to give you an overview and a well-framed idea of what exactly [THE COMPANY] does.

The [COMPANY NAME] works its best to provide organic food and other raw materials that are also organic. We provide organic food and organic material with zero potential of synthetic quality to assure the distribution of quality products that can bring healthy effects on people’s bodies and minds.

In addition to that, our company prepares food supplements that are also organic and they have already been reviewed by various dietary clinics. Our products are registered by the FDA authority of food inspection and quality control. Moreover, our products are prescribed by many dietitians and nutritionists finding the products organic and inexpensive as compared to the other organic sellers in the market.

We would like to have you for a meeting and take you to visit the company and its manufacturing department. Details on the products, their names, ingredients, and prices have been enclosed in this letter. You can have a look at them to have a general cost analysis.

We are looking forward to a great partnership and clientage with you. In case of any queries, please do not hesitate to dial [PHONE] or send us an email at [EMAI]. We are looking forward to your visit to the company. Thank you.

Kind Regards

[Your Name]  
[Business Name]