**Date:**

**To**

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

**Re. Introduction to the Business of [NAME THE BUSINESS]**

Dear [NAME],

This letter has been penned down for two main purposes; one is to thank you for putting trust in our business and initiating the clientage, and the other is to introduce our business to you for your convenience. This letter would give you an idea about our business structure, nature, production, and potential clientage.

[THE COMPANY] was first launched a small-scale store in the [AREA] from where it flourished to what it is today. We were always very lucky to have a competent and extremely professional team. We started our business in [20XX] and later it got into the shape of an expanded business.

We work in the field of nutraceuticals and make sure to put quality into our products. Our products are well-known in the market for their quality and inexpensive costs. We prepare supplements, vitamin supplements, minerals supplements, and food supplements for the treatment of malnutrition.

We are an ISO-certified business and have also been approved by the FDA of the [STATE]. We had also been rewarded with the Public Trusted Business Award in [20XX]. We have our clients all over the US.

We appreciate your potential as a client and expect to work for a bright and successful future that would benefit both of us. We are working to mark up the things in their quality and price efficiency. We are looking forward to hearing from you at your earliest convenience.

Our contact details and business profile have been enclosed. In case of any queries, our manager would love to guide you further. Thank you for your kind consideration.

Regards

[Your Name]  
[Business Name]