**Date:**

**To**

**[The Recipient Name]  
[Address]**

**Re. Introduction to the Hotel Business**

Dear [NAME],

We have just started our hotel business in the area and would like to introduce it to you. As we have already sent you our brochures and an email of introduction at your email address, I would like to expand my introduction and inform you a little more about the hotel we have just opened.

As your business deals with providing travel consultancy to the visitors and belong to the Tourism Wing of [ABC], I believe that we can help in developing each other’s business and growing organically with constant cooperation and understanding of references.

I have attached detailed terms of references (TORs) of the company, please read them at your earliest convenience for a detailed overview of the functions and operations of the business. The TORs include all the technical information you might need in understanding our business profile. Moreover, our client representatives are at your disposal for any further information.

We invite you to visit the hotel at your earliest and meet our team in person. I expect it can be a chance to grow and develop together. Our team has been working hard on making this project a success. Initiating a five-star hotel with all the facilities to produce quality and credible customer service. Keeping client and customer satisfaction our prior objective, we are striving for excellence and bringing innovation to the tourism industry.

Please respond to us with your kind remarks after going through the TORs and let us know your earliest availability to arrange a visit of your team to the hotel. Thank you.

Regards

[TEAM ABC]