



Intro Letter Template 1

December 22, 2009

Mr. Craig Smith
ABC Professional Corporation
1000 Sales Drive
Lancaster, PA 17602

Dear Craig,

I hope this letter finds you off to a tremendous start to 2010!

I am writing to request a brief introduction to learn about you and your company. As owner and founder of **Company**, we currently serve clients in your industry by providing **Benefit**.

I'll be in touch with you next Thursday morning to gauge your interest in a brief exploratory meeting. Should you want to contact me beforehand, feel free to reach me directly at **Cell** or by **email**.

Respectfully/Best of success!/Sincerely