

Letter of Business Introduction to Friend Sample

Luis D. Montoya

2950 Hickman Street
Chicago, IL 60606

Dear Luis,

This new company, Geitner Paper, has just opened up a new office around the corner from mine, and I think you may be interested in what they provide.

I have attached a fact sheet about them along with this letter. I remember you saying you were having some trouble with sales, and when I heard about these new guys, the first person I thought of was you!

Consider checking them out. I think it would be a great fit for you!

Jessica C. Lando