

BUSINESS INTRODUCTION LETTER

TO

Dear _____,

Thank you for your time in reading this letter where I will introduce the new solutions and services that will be provided as ACME Company.

ACME Company is an information technology firm that focuses on creating state-of-the-art mobile phones that use Android OS. Our company has been in the industry since 2001 and we continue to expand. Here are the services we offered:

We manufacture types of equipment that are related to technology that will definitely help in our consumer's daily lives.

If you'd like to know more about us, we can set up a face-to-face appointment or online video conference so that we can answer any of your questions and we can introduce our business according to youe needs in detail.

Warm regards,
ACME Company



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