*(print Introduction Letter on corporate letterhead paper)*

August 12, 2015-11-04

Mr. Brent Collins  
Senior Buyer  
Office-Tech Furnishings Inc.  
4830 Kimbark Ave.  
Manchester, ML2 6EG

Dear Mr. Collins:   
  
The purpose of this letter is to briefly introduce myself as Kentek's new Sales Representative, Business Accounts. I very recently joined the company and am taking over your account from Jack Burgess who has moved on to other challenges in this industry.   
  
I have just completed Kentek's management orientation program and am now keen to meet face-to-face with all of my key customers.   
  
Accordingly, as a first step in my customer familiarization process, I would like to meet with you personally, for about an hour or so, to discuss Office-Tech's needs and concerns. At the same time I would also like to take that opportunity to briefly review Kentek's latest offering of products and services.   
  
To set up a meeting for this at your convenience, I propose to call your office by the end of this week. It is my hope that we will be able to arrange to meet at your offices before the end of the month.   
  
As your new Kentek Business Account Representative I believe that my paramount concern is how both Kentek Inc. and I can better serve Office-Tech Furnishings Inc.   
  
I look forward to meeting with you and learning more about your company in the near future.

Sincerely,   
  
  
Jim Newman  
Senior Sales Representative