

Introduction Letter to Customer

Mr. Peter Smith

65 Celica Street

Manila

September 25, 2009

Dear Sir,

We are proud to announce that we have just opened a new office for Elements Consultancy right beside your door. We are located at 65 Celica Street, Manila.

In relation to your profession as a programmer we would like to offer our services when you need one. Eversince our business was established we always had an image of being a dependable and reliable firm. It is our commitment that you can depend on us for our services. Our services have lots of advantages to our clients with which I can explain to you if you find time to visit us. We would really appreciate if you will try our services and I assure you that we offer good and quality service. Please visit us at your most convenient time.

Looking forward for your immediate responce.

Mr. Peter Smith

General Manager

Elements Consultancy