

To,

Mr. Stephen King

45, Solemn Street

Canada

Subject: Personal Introduction Letter

Dear Sir,

Let me take this opportunity to introduce myself as a Community Office worker in our locality. I am tasked to oversee the general health situation and the problems of the settlers in this area. Being the most trusted person in the area, I would like to get your permission to allow me to check the social offices and buildings in the locality regularly in order for us to make sure, that hygiene practices are being observed. Being concerned people of our nation, we take the responsibility to observe an acceptable living condition among all the settlers in the community. In order to make this program survive, I will need your assistance because without your aid it will be very difficult for someone to implement changes in the community.

About what has been mentioned above, I am praying that the people will embrace my introduction of myself and I wish that you would give your support in providing outstanding services for the good of the community.

Truly Yours,

Mr. Andrew Green