Date:

To

[The Recipient]  
[Business Name]

Dear Mr. David,

I am writing this letter to introduce my small bakery business to you, which I have just started in August 20XX.

I always found my passion in baking, both savories, and sweet items. I took this passion into starting a business and opened a small shop in the ABC locality. I have experience of catering for the get-togethers of friends and family. I am currently offering tea, coffee, cakes, desserts, sandwiches, and other savories. My shop specializes in cakes and lattes, which has become my competitive advantage as well. It is a small setup, has an inside and outside sitting area, that can handle a total of 20 customers at one time. I have gotten it registered as a private limited company as well, and all the legal processes have been completed.

I want to invite you on 5th September 20XX, at 4:00 p.m. for tea at my shop. I would like you to come and try the unique taste I am trying to offer.

I also want to request that if you like the taste and service, please consider my bakery shop for serving refreshments at your organizational meetings and parties in the future.

Looking forward to seeing you. Thank you for your time.

Regards,

Sarah Smith.