**To**

**[The Recipient Name]  
[Address]**

**Sub: Company Introduction Letter to [XYZ]**

I am writing this letter to inform you that I have started a new transportation business namely, (give the name of the business). I know that it is tough to trust any new setup in comparison to established businesses in the market. However, I can assure you that no regrets will be present if you choose this company.

(Tell why they should choose your company; state positive points about it). I have top-quality registered cars and trucks.

I have attached all the official details of the company. You can contact me at (give your phone number where they can contact you). I hope to hear from you. Thank you.

Sincerely,

[Your Name]  
[Business Name]