[DATE]

Contact Name

Address

Address2

City,

Province

Postal Code

**RE: MAY I INTRODUCE OUR NEW EMPLOYEE**

Dear [CONTACT NAME],

May I introduce [NAME OF NEW EMPLOYEE] to you.

[NAME OF NEW EMPLOYEE] replaces [NAME OF FORMER EMPLOYEE], who has been appointed[JOB TITLE]. This change was in part due to [REASONS].

I’m certain you will like [NAME OF NEW EMPLOYEE]. [HE/SHE] is a graduate of [UNIVERSITY/COLLEGE], in [CITY, PROVINCE], majoring in [DOMAIN OF STUDY] in [YEAR]. [HE/SHE] is a real go-getter with his/her “people IQ” a very near 100 per cent. [FIRST NAME] was our representative in [PROVINCE] and [PROVINCE], and did an outstanding job. Our files are bulging with letters of appreciation from the customers [HE/SHE] served, and I’m confident you will also be praising [HIM/HER] – [HE/SHE] knows [HIS/HER] products and [HIS/HER] customers.

I would be delighted if, after you’ve spent some time with [FIRST NAME], you would jot down your impressions of [HIM/HER]. I predict your reactions will be highly favourable.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]