From,

William Hutchison,

New York 520876

To,

Grace Maryland,

New York 520987

Dear Madam,

I would like to introduce you a person of my relationship which is looking out for an opportunity to work on a partnership basis.  Since you told me that you also looking for a partner for your new venture, I have my own uncle’s son interested in the field which you too looking to explore.  His name is Johnson Lamington who is going to have a meeting with you once you decide about the time at which you want to meet him.

The said person would definitely be a good partner considering that he has the same opinion just like you on the industry you both want to work together.  I have also informed him about your needs and working ways to successfully launch a firm and achieve the targets set on a timeframe.  Hence, I left on you now to take a call on it from your end whenever you have time to convey the meeting.

Yours Sincerely,

William Hutchison