

Business Introduction Letter for New Product Sample Request

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title/Position]

[Recipient's Company Name]

[Recipient's Company Address]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am the [Your Position] at [Your Company Name]. We specialize in [briefly describe your company's industry or core business activities]. I am writing to introduce our latest product, [Product Name], which we believe can add significant value to your operations.

[Product Name] is designed to [briefly explain key features, benefits, or unique selling points]. We are confident that this innovative product can help address your needs by [mention a relevant problem it solves or improvement it provides].

To allow you to personally experience the quality and effectiveness of [Product Name], we would be delighted to provide you with a complimentary sample. This will give you the opportunity to evaluate its advantages firsthand and assess how it can benefit your business.

Please let us know if you would be interested in receiving a sample or if you have any specific requirements. We are also available to answer any questions you may have or to arrange a meeting at your convenience for further discussion.

Thank you for considering our new product. We look forward to the possibility of working together and building a mutually beneficial business relationship.

Sincerely,

[Your Full Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

[Your Email Address]