

On the letterhead

Date

Dear Sirs,

I would like to take this opportunity to introduce our company.

Our company _____ is in Russia.

We have been at the market for _____ years.

We specializes in

We are a manufacturer and exporter of _____.

Our products are made according to _____

Our company is contacting you in hopes that you might be interested in new suppliers of _____ and look forward to the opportunity of doing business with you.

For more information, please kindly visit our website http://_____

We are enclosing our catalogues for your consideration.

We will be appreciated for your any inquiry and to be your qualified supplier in the future.

Yours faithfully,