

## **Service Introduction Letter**

Louie Strong  
Ultra Corporation  
20 July 2005  
Mr. Steven Clark  
Marketing Head,  
SP Corporation  
East Streer  
California,

Dear Mr. Clark,

First of all I would like to sincerely thank you for doing business to us for quite a long time. It is great priviledge for us to have a business in your company. Since our company is working with you, our sales in water filter are increasing from time to time.

To return back the favor we have thought of giving your company a good service for the repair and maintenance of our water filter. This is a formal agreement for a 5 years free service to all your clients who purchased our product in your company.

It would be a great honor for us to have a chance to talk to you regarding this matter at your most convenient time. Please feel free to contact me at my office for the schedule you want to have. We are greatful to be of service to you.

Respectfully yours,

Louie Strong,  
General Manager.

# **Sample Letter Of Business Introduction For A Service**

**James Stroman, Kevin Wilson, Jennifer  
Wauson**



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*How to Start a Home-based Secretarial Services Business* Jan Melnik,1997 Author Jan Melnik owner of a successful home based secretarial service shares her experience and down to earth advice on every aspect of setting up and running a thriving home based business

**Real Business Plans & Marketing Tools** Anne McKinney,2003 The first title in PREP s new Business Success Series is designed to help individuals who want to prepare paperwork related to starting growing selling or marketing a business The book contains real business plans for those contemplating entrepreneurship as well as for those who have an ongoing business which they are interested in selling Readers will see samples of real business plans used by real organizations to sell a business to public companies Readers will also see samples of documents paperwork and financial statements used by real companies to obtain equity financing and bank loans A valuable section of the book is the section which shows marketing tools and business resumes used to attract new customers and increase profitability The author holds an MBA from the Harvard Business School

*How to Open & Operate a Financially Successful Collection Agency Business* Kristie Lorette,Emonica Dames,2014-07-21 According to the U S Department of Labor the median annual income for someone in the collection industry is 29 000 and as a business owner you could make even more The Department also suggests that the industry is expected to grow 18 to 26 percent by 2014 Working in the collection agency business requires patience empathy a commitment to excellent customer service and superb negotiation skills If you are thinking of opening a collection agency business then we have a book that can guide you through the process providing all of the insider tips needed to get started in a minimal amount of time with a minimal amount of money Whether you will be operating out of your home or you are looking to buy or rent office space this book can help you with a wealth of start up information from how to form and name your business to deciding if this will be a joint venture or if you would rather work solo Valuable information on forming a Partnership LLC Corporation or becoming a Sole Proprietor the four types of business formation is included as well as the legal implications of each With all of the federal and state laws governing the industry opening your own collection agency can quickly become a nightmare and for that reason you will be provided with the most up to date information on the Fair Debt Collection Practices Act as well as a listing of laws state by state that may supersede this federal act Many states and even cities require third party agencies to be licensed and or bonded so you will be provided a wealth of information on all requirements so that you can knowledgably and legally operate your business with peace of mind A complete checklist of all of the start up equipment that you will need is provided as well as a sample budgeting sheet to allow you to gauge start up costs You will learn about potential risks that you take in opening a collection agency and how a collection lawyer can help settle debts when you are unable to You will learn the difference between first and third party agencies the different methods in which you can expect to be paid by creditors tips and tricks to gaining clients and the advantages of the debt buying method This complete manual will arm you with everything you need including sample

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 Stroman, Kevin Wilson, Jennifer Wauson, 2011-09-24 The expectations and duties of the modern day administrative assistant  
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