Mrs. Mendez, I would like to introduce my friend, Jose.

How are you? ¿Cómo estas? (friendly)
gracias - thank you
Very well – muy bien
¿Y tú? - and you (friendly)

Include in 4 line dialogue:
-Sr, Srta, Sra.
-Me gustaria presentar-I would like to introduce
- igualmente, el gusto es mio, es un placer