(Mention the sender's name)

(Mention the Job Title)

(Mention the company name)

(Mention the Date)

To,

(Mention the recipient's name)

(Mention the Job Title)

(Mention the Organization's name)

Subject: Introduction Letter for the Promoter

Dear [Mention the name of the recipient],

I am happy to write this letter to inform you all about the new addition for the post of Promoter (mention the name of the person) in our company (mention the name of the company) and he will join the work from the date of (mention the date of joining).

He is an experienced person who is aware of all the information related to the products and services and has excellent knowledge. He keeps a track record of over-achieving quota and can understand the customer needs very well; with that, he can handle different types of personalities nicely.

He has very strong listening skills with amazing presentation and social skills. He also has all the required degrees, which are great. For any help, you can reach out to him at the given number here (mention the official number) from the mentioned date above.

As he is a great communicator, we hope we all be able to gel with him nicely, and he will be a positive addition here. If anyone needs any additional information about him or has any doubts about anything, you can call me at my official number (mention the number) or send me an email at my official mail id (mention the email id).

Thank you so much

Yours

Sincerely,

[Mention the name of the sender]

(Signature of the sender).