

How to End a Business Email

To: XYZ@hotmail.com Subject: Business

introduction

Dear Mr Abhijeet

I would like to introduce our organization 'healthy caterers' which specializes in providing catering services in government and private institutions. We have been in this business for more than 2 decades and hence have established credibility among all our clients. No complaints have been received since the inception of our company. It would be a great honor for us to provide catering services to your office premises. Quotation prices are in the attachment below.

Thank you for your consideration. For any queries or complaints contact 95XXXXXX67 or drop a mail at healthycaterers@gmail.com. Kindly acknowledge the mail so that we can convene a meeting to discuss further details.

Regards

Kate,

Healthy Caterers, New Delhi

M- 95XXXXXX67

ABC@gmail.com