

Subject: A New Business Relation

Respected Mr. Example,

I, James, the owner of Fiscal Group of Companies am writing this mail to you to formally start this new business association between our companies. I would begin by telling you that we are very glad to be associated with your prestigious business firm and will try to take this relationship well ahead in the future.

Your company Redding London Private Limited is respected firm which works on the same principles which we too follow. This relationship is not only beneficial for us but for you as well and I would urge you to work towards building this into a very successful collaboration. Through mutual understanding, the right synchronization of actions and financial honesty, we must squeeze out the best possibilities for ourselves.

I would like to inform you that I have signed the contract and am attaching a signed copy for your reference. Hope to have a great relationship with your firm.

Yours sincerely,

James