

21st November 2005

TO WHOM IT MAY CONCERN

Letter of Introduction

We would like to introduce you to (xxxxxx) of (Company), who are valued members of the Chamber of Commerce Southland.

(Name of person travelling overseas), (Title within company) (Company), will be travelling to (Country) to (nature of visit e.g. evaluate business opportunities and meet with established clients).

(Brief description of the company's activities here)

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We would be pleased if you would give *(Name of person travelling overseas)* the courtesy of a meeting to discuss any matters of mutual interest.

Yours sincerely

Richard Hay,JP.
C.E.O
Chamber southland