To

Mr. James Atkinson

General Manager- Sales & Marketing

Rainbow Sales Company Pvt. Ltd

Date: May 2nd, 20XX

Subject: Formal Introduction to General Manager

Dear Mr. Atkinson,

As a newly appointed employee of Rainbow Sales Company Pvt. Ltd, I would like to take the opportunity to introduce myself officially to you.  My name is Diana Murray and I have joined your esteemed company as Manager- Marketing on May 1st, 2012. I have seven years of experience in the marketing industry. I have worked with Wilbur Sales & Marketing Pvt. Ltd on the job position of Assistant Marketing Manager.

Today, I will attend a meeting with the HR department and Manager- Sales, where I will receive the official marketing records in order to start working on this designation. With my overall knowledge and marketing skills, I assure you the timely implementation of marketing strategies and full- fledged growth of the Marketing Department.

I look forward to meet you officially in order to discuss the scope of current marketing policies. If you require any information, please contact me at:dianamarketing@rainbowsales.com or at XXXXXXXX

Yours Faithfully,

Diana Murray

Manager- Marketing