Dear *partners name*

I am contacting you to introduce myself as your contact for

Administrative Services at Razormind. I work for Jawad Yaqub.   
  
If you have any queries please reach out to me.

Looking forward to working with you.

Kind Regards,   
  
Clarissa Riordan.   
Administrative Services, Razormind.

"Razormind" is a trading name of Razormind Limited.

This Company is registered in the UK under company number 08097903.

Registered office: 7 Drayfields, Manchester, M437ET.