21st November, 2018.

The Purchasing Manager,

Physical Planning Department

Living Faith Church,

Cannanland, Ota.

Dear Sir,

**LETTER OF INTRODUCTION**

We are pleased to introduce our company, **“ENIOLABAM VENTURES”** REGISTERED IN NIGERIA since 2001. The company is committed to excellent services at all times and prompts delivery.

Our areas of specialization include constructions, renovations, interiors, window blinds, supplies of automobile parts and servicing accessories, paintings and finishing. We are also involved in major supplies ranging from carpentry material, tiles and haulage of granite and sand.

We would appreciate your kind patronage and will be glad to hear from you soon.

However should you have any immediate enquiries do not hesitate to get in touch with the under designed.

Yours faithfully,

**BAMGBOYE SUNDAY O.**

For: ENIOLABAM VENTURES

*Tel: 08064403771*

**SAMPLE OF INVOICE**

