THE PROCUREMENT MANAGER,

LIVING FAITH CHURCH,

CANAANLAND,

OTA,

OGUN STATE.

9TH FEBRUARY, 2019.

DEAR SIR,

**LETTER OF INTRODUCTION.**

This is to introduce ourselves that we are a company engaged in the supply of office equipment, stationeries and toiletries. Until now we have served as suppliers to different organizations and delivering quality, good and satisfactory goods and services. As for our prices, we give the best and affordable prices.

Similarly for us and for the future, we hope to supply the needs of all kinds of office equipment’s, stationeries and toiletries.

Thank you for your kind attention.

Jossade International Enterprises.