

[Your Name]  
[Your Agency Name]  
[Your Phone Number]  
[Your Email Address]  
[Your Website]

[Date]

[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Address]  
[City, State, Zip Code]

Subject: Introduction of Professional Services - [Your Name/Agency]

Dear [Recipient Name],

My name is [Your Name], and I am an independent agent specializing in [mention your industry, e.g., insurance, real estate, or logistics] in the [Your Area] area. I am writing to formally introduce myself and the services I offer through [Your Agency Name].

As an independent agent, I am not tied to a single provider. This allows me to objectively compare options from multiple carriers and companies to find the most competitive rates and comprehensive coverage tailored specifically to your needs. My primary goal is to provide personalized service that large firms often overlook.

I offer expertise in the following areas:

- [Service/Product 1]
- [Service/Product 2]
- [Service/Product 3]

I would welcome the opportunity to conduct a brief review of your current [policies/contracts/requirements] to see if I can improve your coverage or reduce your costs. There is no obligation for this consultation.

I will follow up with a brief phone call next week to see if we can schedule a few minutes to speak. In the meantime, please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]