To,

Indian Embassy / consulate,

**Czech Republic.**

Dear Sir/Madam,

Good day to you!!!

We would like to introduce “Name of your Company” which has come a long way ever since it’s establishment in the year 2015, and has established a strong foothold in the market. We have come to be recognized as an eminent Manufacturer, Supplier and Exporter of “Name of your Product”

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Now, we are focusing to develop business in **Czech Republic,**Being our valuable representative in **Czech Republic.** We need your help / support to establish new trade relationship with **Czech Republic**.  So we request you to kindly provide us details of the buyers, importers, wholesalers and traders of our above mentioned product to communicate with them and to establish new business relationship.

We are forwarding below our company details for your kind reference.

**COMPANY PROFILE:**

Business Type : Exporter, Manufacturer, Supplier

Export Percentage : 100%

Primary Competitive Advantages :  Superlative quality, Competitive prices, timely

Delivery, Customer oriented approach

Year of Establishment : 2015

Annual Production Capacity : “No. of tons / month

Product Range :  Name of your Product

Membership :  Registered Exporter under Govt. of India etc…

Focused Industries :  Manufacturer, Traders & Importers of Name of your Product

We look forward to receive your earliest and positive reply and the details.

Assuring you our best of services…

Thanking you,

Yours faithfully.

Authorized Signatory