<<Date>>

<<Person to whom this is addressed>>

<<The above person’s title>>

<<Recipient business entity name>>

<<Street address>>

<<Town, State, Post Code>>

Dear Mr/Mrs/Ms <<Surname of person to whom this is addressed>>

RE: Introduction to <<Your company name >>

<<Your company name >> wishes to advise << Recipient business entity name>> that our business has the knowledge, experience, plant and equipment with competent experienced operators for the tasks you require.

An extensive overview of our business and it's Work Health & Safety, Quality and Environment commitment is enclosed for your perusal.

Please note our systems are compliant with the following standards…

* **Federal Work Health & Safety Act and Regulations - 01/01/2012**
* **Occupational Health & Safety Management System - AS4801:2001**
* **Quality Management System - ISO 9001:2015**
* **Environmental Management System - ISO 14001:2015**

We would be pleased to receive the opportunity to tender for any upcoming works and assure you of our highest personal attention at all times.

Many thanks in anticipation of an opportunity in the near future.

<<Signature of your business’s principal>>

<<Printed name of your business’s principal>>

<<Title of your business’s principal>>

Encl: Management System Overview for <<Your company name >>

