Dear Mrs. Robert Robson,

I just wanted to take this opportunity to formally introduce myself. My name is Dessy Botzeva and I am currently a Registered Massage Therapist at the Vitality Health and Wellness Clinic. I started working at this location 4 years ago and continue to do so till this day. I felt that this letter was necessary since you have recently set practice near my place of work. I want to let you know that I and the practitioners are very trusted and professional at what we do and that if ever you needed to refer a patient to us, you know that we are close to your  
establishment. You can find out more about me and my colleagues on our website www.VitalityClinic.com. On behalf of all of us I’d like to welcome you to the neighbourhood and we look forward to working with you. Thank you for taking the time to read this letter.   
 Sincerely,  
   
 Dessy Botzeva