

# Business Introduction Email Format

---

**Subject: Let's Catch Up!**

Hi Alex,

I am writing this email to introduce myself and my organization to you. My name is John Grey, the fitness coach and owner of Fit Being, a fitness club and a gym. We have been in the business since 2010 and have more than 100 branches all across the USA in different cities and states. We have a team of qualified, competent, and professional personal trainers that will help you effectively lose weight, tone your body, and enjoy a healthy lifestyle.

As you are also aware that in modern times, everyone is quite busy. Almost every other person has to work in front of a computer screen. This usually causes a lot of stress and major health issues like obesity, bad postures, back pain, etc. As the researches indicate that regular workouts and strength training helps in maintaining good health. Not only that but it also motivates a person and increases his/her performance and productivity.

So, the actual purpose of writing this email is to let you know about the services we provide. Besides training the individuals at our gyms, we also provide our services to different organizations at their premises. Let me briefly explain this to you. For instance, an organization can contact us to arrange for and provide basic workouts and strength training to their employees at their workplace daily. Then we arrange all the necessary equipment and provide our services at their workplace for a specific time as per the agreement.

For further details about us, you can visit our website at [mention Website Link]. If you are interested in the kind of services we provide, feel free to contact me anytime. Thanks a lot for your valuable time. I will be looking forward to your reply.

Best Regards,

[Sender Name]

[Sender Designation]

[Sender Contact Details]