

# Letter of Introduction

Date: [Insert Date]

To: [New Chairman's Name]

[Chairman's Address]

Dear [New Chairman's Name],

On behalf of the shareholders of [Company Name], I would like to extend my warmest welcome to you as the new Chairman of the Board. We are excited about the vision and leadership you will bring to our organization.

As you settle into your role, I would like to take the opportunity to introduce you to some key stakeholders who play a crucial role in our company's success:

- **[Stakeholder Name 1]** - [Title/Role], [Brief Description]
- **[Stakeholder Name 2]** - [Title/Role], [Brief Description]
- **[Stakeholder Name 3]** - [Title/Role], [Brief Description]

Each of these individuals contributes uniquely to our strategic goals and would greatly benefit from your insights and guidance as we move forward.

Please feel free to reach out to them as you see fit. I believe that your collaborative efforts will bring about tremendous opportunities and growth for [Company Name].

Once again, welcome to the team, and we look forward to your leadership.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]