

# LETTER OF INTRODUCTION

To Whom It May Concern,

This letter serves as a formal introduction of the undersigned, who is engaged in professional activities within the Commonwealth of Australia. The purpose of this letter is to establish a formal relationship and present the credentials, background, and professional intent of the undersigned.

## Sender's Information:

Full Name: \_\_\_\_\_

Position / Title: \_\_\_\_\_

Company / Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

Phone / Email: \_\_\_\_\_

## Recipient's Information:

Full Name: \_\_\_\_\_

Position / Title: \_\_\_\_\_

Company / Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

## Purpose and Scope:

The undersigned intends to establish a professional connection for potential collaboration, business opportunities, or other mutually beneficial engagements subject to further agreement between the parties. This letter establishes the intent to communicate openly and cooperate in all dealings conducted in accordance with applicable Australian laws and regulations.

## Confidentiality:

All information exchanged in connection with this introduction shall be treated as confidential and shall not be disclosed to any third party without prior written consent of the disclosing party, except as required by law.

## No Obligation:

This letter does not create any binding obligations or commitments on either party except as may be set forth in a subsequent written agreement executed by both parties.

## Governing Law:

This letter and any related communications shall be governed by and construed in accordance with the laws of the Commonwealth of Australia.

## Acknowledgment:

The undersigned acknowledges having read and understood the contents of this letter and confirms the accuracy and truthfulness of the information provided herein.

**SENDER'S SIGNATURE**

**RECIPIENT'S SIGNATURE**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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