

[Your Agency Name]

[Address]

[Phone Number]

[Website]

[Date]

[Prospect Name]

[Prospect Title]

[Company Name]

[Company Address]

Dear [Prospect Name],

I am writing to you at the suggestion of **[Referrer Name]** from **[Referrer Company]**, who mentioned that you are currently looking to scale your marketing efforts, specifically in the areas of [Area 1] and [Area 2].

We recently partnered with [Referrer Name] to achieve [mention a brief result/metric], and they felt our approach to [specific strategy] would be a strong fit for your current objectives at [Prospect Company].

At [Your Agency Name], we specialize in helping brands in the [Industry] sector drive growth through:

- [Service Offering 1]
- [Service Offering 2]
- [Service Offering 3]

I have enclosed a brief overview of our recent case studies and a summary of how we might approach your specific challenges. I would welcome the opportunity to introduce ourselves properly and learn more about your goals for the upcoming quarter.

Are you available for a brief 15-minute introductory call next [Day of week] at [Time]?

Best regards,

[Your Signature]

[Your Name]

[Your Title]