

**Date:** [Date]

**To:** [Contact Name]  
[Title]  
[Company Name]

**Subject:** Strategic Sourcing Inquiry: Referral from [Referral Name]

Dear [Contact Name],

I am reaching out to you at the suggestion of [Referral Name] from [Referral's Company], who spoke highly of your organization's capabilities in [Specific Industry/Service Area].

My company, [Your Company Name], is currently evaluating strategic partners to optimize our [Specific Supply Chain/Service Segment]. Given your reputation for [Specific Strength, e.g., quality control/rapid scaling/technical innovation], I believe there may be a strong alignment between our procurement requirements and your service offerings.

Specifically, we are looking for a partner who can provide:

- [Key Requirement 1]
- [Key Requirement 2]
- [Key Requirement 3]

I would appreciate the opportunity to have a brief introductory call to discuss our upcoming project scope and to learn more about your current capacity and lead times. Are you available for a 15-minute conversation on [Day] at [Time]?

I have attached our preliminary vendor qualification brief for your review.

Best regards,

**[Your Name]**  
[Your Title]

[Your Company Name]  
[Phone Number]  
[Email Address]