

**[Your Full Name]**  
[Your Executive Title]  
[Your Company Name]  
[Date]

**[Recipient Name]**  
[Recipient Title]  
[Recipient Company Name]

Dear [Recipient Name],

I am writing to you at the suggestion of **[Referral Name]**, who spoke highly of your organization's capabilities in **[Industry/Specialization]**. As we look to optimize our **[Specific Department/Operation]**, [Referral Name] indicated that your team might be a strategic fit for our upcoming initiatives.

Currently, [Your Company Name] is focusing on **[Key Strategic Objective or Project]**. We are seeking partners who can provide high-level expertise in **[Specific Service or Requirement]** to help us achieve **[Specific Goal/KPI]**.

I have attached a brief overview of our requirements. Given your reputation, I would welcome a brief introductory conversation to explore how our organizations might collaborate. Are you available for a 15-minute call on **[Day]** at **[Time]**, or perhaps a time that better suits your schedule?

I look forward to the possibility of working together.

Best regards,

**[Your Signature]**  
[Your Phone Number]  
[Your Email Address]