

[Your Full Name]
[Your Professional Title]
[Your Company Name]
[Email Address] | [Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Recipient Address]

Dear [Recipient Name],

I am reaching out to you at the suggestion of **[Referral Name]** from **[Referral's Company/Organization]**, who mentioned that our organizations might benefit from a strategic vendor partnership.

Currently, [Your Company Name] specializes in providing high-quality **[Industry Category: e.g., MRO supplies, precision machining, logistical solutions]** to leaders in the industrial sector. Having followed [Recipient Company Name]'s recent developments in **[Specific Project or Market Change]**, I believe our capabilities in **[Specific Service/Product]** align closely with your current operational requirements.

Our focus on reliability and industrial compliance has allowed us to consistently reduce **[Key Metric: e.g., downtime, procurement costs, lead times]** for our existing partners. I am confident that we can offer similar value to your supply chain.

I have attached our corporate capability statement for your review. I would appreciate the opportunity to introduce our team and discuss how we can support your upcoming industrial objectives.

Are you available for a brief introductory call next **[Day of Week]** at **[Time]**?

Best regards,

[Your Signature]
[Your Printed Name]