

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

[Date]

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

Dear *[Recipient Last Name]*,

I am writing to you because of your reputation as a leading *[Recipient's Profession]* in the *[Location/Industry]* area. As a *[Your Profession]* specializing in *[Your Niche/Expertise]*, I am often asked for recommendations for high-quality *[Recipient's Service]* providers, and I would love to learn more about your work.

My practice focuses on *[Brief 1-sentence description of your target client and the value you provide]*. I believe there may be a natural synergy between our services, as my clients frequently require assistance with *[Common crossover need]*, which falls directly within your expertise.

I would appreciate the opportunity to introduce myself and learn more about your ideal client profile. This would ensure that I am referring individuals to your practice who are a perfect fit for your services. Likewise, I would be happy to share more about how I support my clients should you encounter anyone who might benefit from my specialized approach.

Would you be open to a brief introductory call or a coffee meeting next *[Day of week]*?

I look forward to the possibility of collaborating and supporting each other's professional networks.

Best regards,

[Your Signature]  
[Your Printed Name]