

[Your Name/Company Name]

[Your Title]

[Phone Number]

[Email Address]

[Date]

[Recipient Name]

[Recipient Company Name]

[Recipient Address]

Dear [Recipient Last Name],

I am reaching out to you at the suggestion of [Name of Referring Contact/Company], who spoke highly of your operations and mentioned that we might benefit from a professional introduction.

As a [Your Business Type, e.g., Regional Distributor] specializing in [Product Category], we are currently looking to expand our network of trusted wholesale partners. Given your reputation for [Specific Quality, e.g., premium sourcing/efficient logistics], I believe there is a strong potential for a mutually beneficial relationship.

We pride ourselves on [Brief Unique Selling Point, e.g., high-volume turnover and prompt payment history]. I would welcome the opportunity to briefly discuss how our respective businesses might align and to learn more about your current wholesale offerings and requirements.

Are you available for a brief introductory call on [Proposed Day] at [Proposed Time]? If not, please let me know a time that works best for your schedule.

Thank you for your time and consideration. I look forward to the possibility of working together.

Sincerely,

[Your Signature]

[Your Printed Name]