

[Your Name]

[Your Title]

[Your Company Name]

[Your Email/Phone]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

Dear [Recipient Name],

I am writing to you today to formally introduce [Referral Name/Company], a trusted partner I believe would be a strategic asset to your current operations at [Recipient Company].

Having worked closely with [Referral Name] on [Previous Project or Context], I have seen firsthand their expertise in [Specific Skill or Service]. Given your recent focus on [Recipient's Current Goal or Challenge], their unique approach to [Solution] aligns perfectly with your strategic objectives.

I have highlighted a few key areas where I believe they can provide immediate value:

- [Key Value Proposition 1]
- [Key Value Proposition 2]

I have copied [Referral Name] on this correspondence to facilitate a direct connection. I highly recommend a brief introductory conversation to explore how this synergy can benefit both parties.

Best regards,

[Your Signature]