

[Your Name]  
[Your Title/Organization]  
[Date]

[Recipient Name]  
[Title]  
[Venture Capital Firm Name]  
[Address]

**RE: Introduction to [Startup Name] // Referral via [Mutual Contact Name]**

Dear [Recipient Name],

I am writing to you at the suggestion of [Mutual Contact Name] to introduce [Startup Name], an emerging company in the [Industry/Sector] space. Given [VC Firm Name]'s track record with [Reference Portfolio Company or Investment Thesis], I believe this alignment is particularly strong.

[Startup Name] is currently [Short description of problem solved or product]. They have recently achieved [Key Metric: e.g., \$X ARR, X% MoM growth, or major pilot program] and are looking to scale their operations through a [Seed/Series A/B] round.

Key highlights include:

- **The Team:** Led by [Founder Names], previously of [Former Companies/Exits].
- **Traction:** [Specific data point regarding market validation].
- **Edge:** [Unique IP, distribution channel, or technical moat].

I have attached their pitch deck and a brief executive summary for your review. Would you be open to a brief introductory call with the founders next week, or is there someone else on your investment team who would be the best point of contact for this sector?

Thank you for your time and consideration.

Best regards,

[Your Name]  
[Your Phone Number]  
[Your LinkedIn Profile]