

[Your Name]
[Street Address]
[City, St Zip]
[Optional – Email Address]

[Today's Date]

[Name of Recipient]
[Title]
[Company]
[Address]
[City, St Zip]

Dear [Name of Recipient],

[Indicate that you are writing to introduce a specific individual or business to them. Provide their name and specifics about how you know them. (Worked together, worked for you, purchased from them, etc.)]

[Provide additional details about the individual or business you are introducing. Include specifics about what they are doing, why you are introducing them, and what kind of assistance they may request, or how they may be of service.]

[Close by providing contact information for the individual or business. You may also choose to provide a resume if it is job related. Make sure to end by thanking the individual for their time and assistance.]

Sincerely (or Respectfully Yours),

(Sign here for letters sent by mail or fax)

[Typed Name]