

# Business Introductory Letter for Referrals

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am the [Your Position] at [Your Company Name]. We specialize in [brief description of your services or products].

I'm reaching out to you because I believe that your clients could greatly benefit from our offerings. We have a proven track record of [briefly mention a success story or achievement relevant to the recipient's clientele].

I would appreciate the opportunity to connect and discuss how we might work together to provide added value to your clients. If you think it's appropriate, I would be grateful if you could refer me to someone within your network who might be interested in our services.

Thank you for considering this potential collaboration. I look forward to the possibility of working together.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]