

# Formal Introduction Letter

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Client's Name]  
[Client's Position]  
[Client's Company]  
[Client's Address]  
[City, State, Zip Code]

Dear [Client's Name],

I hope this message finds you well. I am writing to formally introduce you to [Candidate's Name], who is a [Candidate's Position/Field]. [He/She/They] has [number] years of experience in [brief description of the candidate's background or relevant experience].

[Candidate's Name] possesses exceptional skills in [mention relevant skills or expertise] and has a proven track record of [mention significant achievements or contributions]. I am confident that [his/her/their] expertise will be invaluable to your team.

Please feel free to reach out to [Candidate's Name] directly at [Candidate's Email] or [Candidate's Phone Number] to discuss how [he/she/they] can contribute to your ongoing projects.

Thank you for your time, and I look forward to your positive response.

Sincerely,

[Your Name]  
[Your Position]