

Introduction Letter

Dear [Client's Name],

I hope this message finds you well. I am writing to introduce you to [Candidate's Name], who I believe would be a great fit for your needs.

[Candidate's Name] has [brief description of qualifications, experience, and skills]. I have had the pleasure of working with them on [specific project or experience] and can attest to their professionalism and expertise.

[Candidate's Name], allow me to introduce you to [Client's Name], [brief description of the client's company or needs].

I believe the two of you could benefit from a conversation about [specific topic or opportunity].

Thank you both for considering this connection. I am confident that you will find this introduction valuable.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]