

Introduction Letter

Date: [Insert Date]

Dear [Client's Name],

I hope this message finds you well. I am excited to introduce you to [Candidate's Name], who has been shortlisted for the [Job Title] position at [Company Name].

[Candidate's Name] brings [mention relevant experience or skills], and I believe they would be a great fit for your team. They have demonstrated [specific achievements or traits that align with client needs], which could contribute significantly to your objectives.

We would like to schedule a time for you to meet with [Candidate's Name] to discuss this opportunity further. Please let us know your availability in the coming days.

Thank you for considering this introduction, and I look forward to your feedback.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]