

Letter of Introduction

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Non-Profit Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am an advertising consultant specializing in working with non-profit organizations to enhance their outreach and visibility.

With over [insert number] years of experience in the advertising field, I have had the privilege of collaborating with various non-profits to develop effective marketing strategies tailored to their unique missions. My goal is to help organizations like yours to connect more deeply with your audience and maximize your impact within the community.

I would love the opportunity to discuss how I can assist [Non-Profit Organization's Name] with your advertising needs. I believe that our collaborative efforts can lead to amplified awareness and support for your important work.

Please feel free to contact me at your convenience to schedule a meeting. I look forward to the possibility of working together and contributing to the success of your organization.

Thank you for your time.

Sincerely,

[Your Name]

[Your Title/Position]