

# Referral Business Partnership Introduction

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

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

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position] at [Your Company Name]. We specialize in [Your Company's Services/Products].

I am writing to introduce a potential referral partnership between our companies. I believe that by working together, we can mutually benefit from referring clients to each other's services while enhancing our value propositions.

We have a commitment to providing exceptional service and quality to our clients, and I am confident that a partnership with [Recipient's Company Name] will create opportunities for growth and success for both our businesses.

I would love to schedule a time to discuss this further and explore how we can collaborate effectively. Please let me know your availability for a brief meeting in the coming days.

Thank you for considering this opportunity. I look forward to hearing from you soon.

Best regards,

[Your Name]  
[Your Position]  
[Your Company Name]