

# Letter of Introduction for Business Opportunity Assessment

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am [Your Position] at [Your Company]. We specialize in [briefly describe your industry or expertise].

We are currently exploring new business opportunities and are interested in assessing potential collaboration with [Recipient Company]. We believe that our combined strengths could lead to mutually beneficial outcomes.

We would greatly appreciate the opportunity to discuss this further and explore how our organizations might work together. Please let us know a convenient time for you to meet or if you would prefer a virtual discussion.

Thank you for considering this opportunity. I look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]