

Letter of Introduction

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to introduce an exciting new venture between [Your Company Name] and [Partner Company Name]. Our collaboration aims to [briefly describe the purpose and goals of the venture].

At [Your Company Name], we have a strong background in [mention your expertise/industry], while [Partner Company Name] brings expertise in [mention partner's expertise/industry]. Together, we believe we can [explain expected outcomes and benefits of the partnership].

We would love the opportunity to discuss this collaboration further with you and explore how we can work together to achieve mutual success.

Thank you for considering this partnership, and I look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]