

Subject: Introduction of [Friend's Name] for Job Opportunity

Dear [Recipient's Name],

I hope this message finds you well. I am writing to introduce you to my friend, [Friend's Name], who is seeking a job opportunity in [specific field/industry].

[Friend's Name] is a talented and dedicated professional with experience in [briefly describe experience or skills]. I believe their skills align well with your team's needs at [Company Name].

Should you have any openings or be looking for someone with [specific skills or qualifications], I highly recommend reaching out to [Friend's Name]. You can contact them at [Friend's Email] or [Friend's Phone Number].

Thank you for considering this introduction. I am confident that [Friend's Name] would be a valuable asset to your team.

Best regards,

[Your Name]

[Your Contact Information]