

# Introductory Outreach to Supplier Leadership

Date: [Insert Date]

To: [Supplier Leadership Name] | [Title] | [Supplier Company Name]

From: [Your Name] | [Your Title] | [Your Company Name]

Dear [Supplier Leadership Name],

I hope this message finds you well. My name is [Your Name], and I am reaching out on behalf of [Your Company Name]. We are a [brief description of your company] specializing in [your business focus].

We have been following your company, [Supplier Company Name], and are impressed with [specific achievement or quality about the supplier]. We believe that a collaboration between our companies could lead to mutually beneficial opportunities and strengthen our supply chain effectiveness.

We would love the chance to discuss how we might work together. Would you be available for a meeting or a call within the next few weeks? Please let us know a time that works best for you.

Thank you for considering this outreach. I look forward to the possibility of working together.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]