

Subject: Warm Introduction

Dear [Recipient's Name],

I hope this message finds you well. I am writing to introduce you to my esteemed colleague, [Associate's Name], who is [brief description of the associate's role and expertise]. I believe you both will benefit from connecting, as [reason why the introduction is valuable].

[Associate's Name], meet [Recipient's Name], who is [brief description of the recipient's role and expertise]. [Optional: add a personal anecdote or mutual interest].

I trust that you'll find the conversation fruitful and that you can explore potential collaboration opportunities together. Please feel free to reach out to each other directly.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]