

# Letter of Introduction

Date: [Insert Date]

[Your Name]  
[Your Title]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Investor's Name]  
[Investor's Title]  
[Investor's Company]  
[Investor's Address]  
[City, State, Zip Code]

Dear [Investor's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Title] at [Your Company]. We are [brief description of your company and its focus].

We are reaching out to extend an invitation for a meeting to discuss potential investment opportunities that align with your strategic objectives. We believe that our [specific project/product/service] could be of great interest to you and your organization.

We would be honored to share our insights and projections, as well as explore how we can collaborate to achieve mutual success. Are you available for a meeting [suggest a date and time or a range of options]?

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

Sincerely,  
[Your Name]  
[Your Title]  
[Your Company]