

[Your Name]
[Your Title]
[Your Company Name]
[Your Phone Number]
[Your Email Address]

[Date]

[Recipient Name]
[Recipient Title]
[Recipient Company Name]

Dear [Recipient Name],

I am writing to introduce myself and my work at [Your Company Name]. I have been following your work in the [Recipient's Industry] industry and have been impressed by your reputation for [mention a specific achievement or strength].

I believe that our businesses serve a similar client base while offering complementary services. Because we share a commitment to high-quality service, I would like to invite you to join my professional referral network. My goal is to build a circle of trusted partners to whom I can confidently refer my clients when they have needs outside my expertise.

I would welcome the opportunity to learn more about your services and discuss how we might be able to support each other's growth through mutual referrals. Are you available for a brief introductory call or a coffee meeting next week?

I look forward to the possibility of collaborating with you.

Sincerely,

[Your Signature]

[Your Printed Name]