

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

[Date]

[Recipient Name]  
[Recipient Company Name]  
[Recipient Address]

Subject: Introduction to [Vendor Name] - Recommended Service Provider

Dear [Recipient Name],

I am writing to formally introduce you to [Vendor Name], a trusted partner in our vendor network. We have worked with them for [Time Period] and have been consistently impressed with their expertise in [Type of Service/Industry].

Based on our previous conversations regarding your need for [Specific Project or Need], I believe [Vendor Name] would be an excellent fit for your organization. They specialize in [Key Strength or Product] and have a proven track record of delivering high-quality results.

I have copied [Vendor Contact Name] from [Vendor Name] on this email so that you may connect directly. I have also attached their company profile for your review.

There is no obligation to move forward, but I wanted to make this connection as I believe their services could add significant value to your upcoming projects.

Best regards,

[Your Signature]

[Your Printed Name]  
[Your Title]