

[Your Name]
[Your Title]
[Your Company]
[Date]

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

Dear [Recipient Last Name],

As the season draws to a close, I have been reflecting on the exceptional partnerships that have defined this year. It is a privilege to work with individuals who maintain such a high standard of excellence, and I wanted to extend my sincere gratitude for your continued trust and collaboration.

In the spirit of the season, I am reaching out with a private request. Our firm is currently looking to expand its circle of influence by engaging with a select few visionary leaders. Given your prominent position and discerning judgment, I would be honored if you would consider introducing me to one or two colleagues within your private network who might benefit from our specialized services.

Please be assured that any referral you provide will be handled with the utmost discretion and the high-touch service that is the hallmark of our relationship. I have included a brief summary of our latest initiatives below should you wish to share it, or I would be happy to coordinate a formal introduction at your convenience.

Wishing you, your family, and your team a sophisticated and restful holiday season. I look forward to the possibility of connecting further in the coming year.

Warmest regards,

[Your Handwritten Signature]

[Your Printed Name]
[Your Direct Phone Number]
[Your Private Email]