

[Your Name]
[Your Organization/Title]
[Your Phone Number]
[Your Email Address]

[Date]

[Leader's Name]
[Leader's Title/Position]
[Organization Name]

Subject: Request for Introduction: [Project or Initiative Name]

Dear [Leader's Last Name],

My name is [Your Name] and I am reaching out to you because of your influential role and deep roots within the [Community Name] community. I have long admired your work regarding [mention a specific achievement or area of their work].

I am currently leading an initiative called [Project Name], which aims to [briefly state the goal, e.g., improve local literacy / support small business owners / provide youth mentorship]. Our goal is to [mention one specific positive outcome].

As I look to connect with key stakeholders who share a commitment to [relevant value, e.g., community growth], I was wondering if you would be willing to introduce me to individuals or organizations who might be interested in collaborating or learning more about this effort. Specifically, I am looking to connect with [mention types of people, e.g., local educators / church leaders / business owners].

I have attached a brief summary of our project for your review. Would you be open to a brief 15-minute call or a coffee meeting next week to discuss this further? I would value your perspective on who else should be involved.

Thank you for your time and for everything you do for [Community Name].

Sincerely,

[Your Signature]

[Your Printed Name]