

Subject: Introduction: [Your Name] & [Recipient Name]

Dear [Recipient Name],

I hope you are having a productive week.

I am writing to introduce you to [Referral Name], who is a [Referral's Job Title or Relationship to you]. We have worked together for [Number] years, and I have always been impressed by their expertise in [Field/Industry].

[Referral Name] is currently interested in [Reason for referral, e.g., learning more about your company / discussing potential partnerships / seeking career advice in your field]. Given your background in [Recipient's Area of Expertise], I thought you both would benefit from a brief conversation.

[Referral Name], I have copied [Recipient Name] on this email so you can connect directly. I will let you both take it from here to find a time that works for a brief chat.

Best regards,

[Your Name]

[Your Phone Number]

[Your LinkedIn Profile]