

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

[Date]

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

Subject: Exciting New Developments at [Your Company Name]

Dear [Recipient Name],

I am writing to personally reintroduce you to [Your Company Name]. It has been some time since we last connected, and I wanted to share some significant milestones and expansions our company has recently undergone.

Driven by our commitment to [mention core mission or value], we have recently expanded our operations. These updates include:

- **[Expansion 1]:** [Brief description of new location, service, or product line].
- **[Expansion 2]:** [Brief description of new technology, partnership, or team growth].
- **[Expansion 3]:** [Brief description of how this benefits the client].

With these new capabilities, we are better positioned than ever to help your business achieve its goals in [Recipient's Industry/Field]. We have successfully implemented these new solutions for several clients, resulting in [mention a brief, general success metric].

I would welcome the opportunity to reconnect and discuss how our expanded services can specifically support [Recipient Company Name] this year. Are you available for a brief 15-minute call on [Day] at [Time]?

Thank you for your past interest in [Your Company Name]. I look forward to the possibility of working together again.

Best regards,

[Your Signature]

[Your Printed Name]