

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

[Date]

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

Subject: Introduction: [Client Name]

Dear [Recipient Name],

I am writing to introduce you to one of my valued clients, [Client Name], who is copied on this email.

I have been working with [Client Name] on [Briefly mention the project or service you provide]. During our recent discussions, it became clear that they are in need of expertise regarding [Specific service or area the recipient excels in].

Knowing your track record and the quality of work you provide at [Recipient Company], I highly recommended your services. I believe your professional approach would be an excellent fit for their current goals.

[Client Name], [Recipient Name] is a specialist in [Recipient's Field] and has helped many businesses achieve [Result/Benefit].

I will leave it to the two of you to connect directly to discuss how you might work together. If there is anything else I can provide to assist with this introduction, please let me know.

Best regards,

[Your Signature]