

Dear [Recipient Name],

Thank you so much for the warm introduction to [Referred Person's Name]. I truly appreciate you thinking of me and trusting me with this connection.

I have already reached out to [Referred Person's Name], and we are planning to [mention next step, e.g., meet for coffee / jump on a call] next week. I am excited to explore how we might work together and discuss [mention specific topic].

Your support means a lot to me and my business. I will be sure to keep you updated on our progress. Please let me know if there is anything I can do to return the favor or support your current projects.

Best regards,

[Your Name]

[Your Title]

[Your Phone Number]

[Your Email Address]