

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

It is a pleasure to connect with you. Our mutual contact, [Referrer Name], suggested that I reach out to introduce myself and our services at [Company Name].

[Referrer Name] mentioned that you might be looking for assistance with [Specific Service or Need]. We specialize in helping clients achieve [Key Benefit or Goal], and I would welcome the opportunity to discuss how we can support your specific objectives.

I have enclosed a brief overview of our services for your review. I will follow up with you in a few days to see if you have any questions, or you can reach me directly at [Phone Number] or [Email Address] to schedule a brief introductory call.

Thank you for your time, and I look forward to the possibility of working together.

Sincerely,

[Your Name]

[Your Title]

[Company Name]