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

[Date]

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

Dear [Recipient Name],

I am writing to introduce myself and explore a potential referral partnership between our firms. My name is [Your Name] and I specialize in [Your Specialty, e.g., Workers' Compensation Insurance/Payroll Services] at [Your Company].

In working with local businesses, I frequently encounter clients who are looking for a more integrated approach to managing their labor costs and compliance. I am aware of your reputation for excellence in [Recipient's Specialty], and I believe that our services are highly complementary.

By connecting Workers' Compensation and Payroll services, we can offer our mutual clients several benefits, including:

- Improved cash flow through "Pay-As-You-Go" premium payment options.
- Elimination of large up-front deposits.
- Simplified year-end audits and reduced administrative burden.
- Enhanced compliance and risk management.

I would welcome the opportunity to discuss how we can create a streamlined referral process that adds value to your clients while helping both of our businesses grow. Are you available for a brief introductory call or a coffee next [Day of the Week] at [Time]?

I look forward to the possibility of working together.

Best regards,

[Your Signature]

[Your Printed Name]