

Subject: Introduction: [Name of Person Being Referred] / [Your Name or Company Name]

Dear [Recipient Name],

I am writing to formally introduce you to [Referral Name], a highly skilled professional in the [Industry/Field] sector. I have known [Referral Name] for [Number] years and have consistently been impressed by their expertise in [Specific Skill or Area of Expertise].

Currently, [Referral Name] is [mention current role or specific objective, e.g., expanding their network in the tech industry / seeking strategic partnerships]. Given your extensive experience and influence in [Recipient's Field], I believe a conversation between the two of you would be mutually beneficial.

Specifically, I thought of you because [Referral Name] is currently working on [Project/Goal], which aligns closely with your recent work on [Recipient's Project/Interest].

I have copied [Referral Name] on this email so you can connect directly. I will leave it to the two of you to find a convenient time to chat.

Best regards,

[Your Name]

[Your Job Title]

[Your LinkedIn Profile Link]