

Introduction to New Contact

Subject: Introduction and Potential Opportunity

Dear [Recipient's Name],

My name is [Your Name], and I am the [Your Title] at [Your Company]. I was referred to you by [Referral Name/or: came across your profile/work], and I wanted to reach out to introduce myself.

[Your Company] specializes in [what you do], and we work with organizations like [mention relevant examples] to [achieve specific outcomes]. I believe there may be opportunities for us to connect based on [specific reason related to their work or interests].

I'm particularly impressed by [mention something specific about their work or company]. It seems we share an interest in [common ground or industry focus].

I don't want to take up too much of your time with this initial message, but I would value the opportunity to learn more about your work and explore whether there might be ways we could collaborate or support each other's goals.

Would you be open to a brief introductory call? I'm happy to work around your schedule.

Thank you for considering this introduction. I look forward to potentially connecting.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Contact Information]

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