

Formal Business Sales Referral Letter

Subject: Business Referral Introduction

Dear [Recipient Name],

I am writing to introduce [Prospective Client Name/Company], who may be interested in [product/service]. I have worked closely with them and believe your offerings align well with their requirements.

Please consider this referral as a potential opportunity for mutual business growth. I am happy to provide any additional details or facilitate a meeting.

Sincerely,

[Your Name]

[Company Name]

[Contact Information]

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