TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Letter of Introduction

Dear Bob,

I'm writing to introduce you to Janice Dolan, who I have the pleasure of being acquainted with through the Brandon Theater Group. I am the Technical Director for the group, as you know, and I have worked with Janice on several local theater projects. She is a terrific stage manager with over ten years of experience.

Janice is interested in relocating to the San Francisco area soon and would appreciate any recommendations you could offer her for conducting a job search for a theater position and any help you can provide with the logistics of relocating to California.

I've attached her resume for your review, and you can contact her at janicedolan@email.com or 555-555-5555. Thank you in advance for any assistance you can provide.

Sincerely,

**[Signature]**

Barbara Nygaard