TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Letters of Introduction

Hello Mindy,

My name is John Doe, and I got your contact information from our college alumni directory. I’m a recently licensed Marriage and Family Therapist who specializes in working with children.

I’m reaching out because I’m looking to start my own therapy practice soon and would love to talk with you about your own experience doing so. If you’re ever looking to increase your revenue by adding a second therapist at your own practice, that’s something I'd be interested in as well.

If you have time to chat, you can shoot me an email at this address or call me at 555-555-5555. You can also check out my website at www.johnswebsite.com.

Thanks so much for your time,

John