**LETTER OF INTRODUCTION**

Subject: Introduction from Katherine Sussman

Dear Mr. Randall,

My name is Katherine Sussman, and I am currently a recruitment associate for XYZ Recruiting. I have been working as a recruiter for the past three years.

I am interested in moving from recruitment work in a large corporation to internal recruitment for a non-profit. I used to work in development for ABC Non-profit and would love to bring my current skills to a similar non-profit. I know you do this kind of work for Sunshine Non-profit, and I would appreciate hearing a bit about your experience in this field.

I would love to arrange a time to meet with you for an informational interview.

I have attached my resume for your review. If you have time for a brief conversation, please let me know. You can contact me via email (ksussman@email.com) or phone (555-555-5555).

I look forward to hearing from you. Thank you so much.

Best,

Katherine Sussman