TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Letter of Introduction
Hi Tim,

I hope you’ve been well since we last spoke! I’m reaching out as my former coworker, Haley, is interested in working at XYZ Company. I remembered that you joined the company a few years back.

Haley has four years of experience in customer service and is looking to continue her career at XYZ Company but would like to learn more about the company before applying. I thought I could connect you two for an informational interview if you have time. If there is someone else at your company who you feel could better answer Haley’s questions, feel free to forward the request.

Haley is copied on the email and will be reaching out to follow up. Thanks in advance for your assistance Tim!

Have a great evening,

Sally Johnson