TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Introductory Letter on Behalf of Someone

Hi Jane Doe,

It was a pleasure catching up with you at the networking event last week! I’d like to take a moment to introduce you to John Smith, a project manager with nearly a decade of experience, specifically in the technology niche. I’ve personally worked with him several times during his time with ABC Corp, and I’ve grown to trust his expertise over the years.

Currently, John is exploring new opportunities and was hoping to contact you about potential future openings at your company. I’ve attached his resume for you to review, and you can also find him on LinkedIn using the link in that document. If you’d like to touch base by phone, you can contact him at 555-555-5555.

While I’m not aware of any current hiring needs on your end, I do believe John would be an asset.

Sincerely,

James