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| Introductory Letter on Behalf of Someone Else |

Dear Sandra,

Hope you’re doing well. I’d like to introduce you to Joseph Gardiner. He’s a freelance copywriter who specializes in writing for financial technology startups with expertise in block chain and cryptocurrencies. I’ve worked with him several times, and he’s a creative individual who writes fantastic copy that converts.

He’s interested in joining an agency, and I thought it might be useful if you two met. You can find his portfolio at www.josephgardiner.com. I’ve cc’d him here, so you two can chat. You can also reach him at 519-555-5555.

Best regards,
Tim