**Formal introduction Email Template**

Consider using this template to write a formal introduction email:

Subject: [Main topic]

Dear [recipients name],

My name is [include your first and last name], and I [include a compliment about the recipient]. I am reaching out to you today because [provide a brief but specific explanation of your reason]. I hope to [include your call to action here].

Thank you for your consideration and time.

Sincerely,  
[Your name]  
[Contact information]