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[Recipient name]
[Company name]
[Street Address]
[City], [State] [Zip Code]

[Insert date]

Dear [Insert recipient name]:

I am writing today to introduce you to [insert name], a professional [insert type of consultant] consultant with expertise in [provide details about the individual's expertise]. Because I know that your company utilizes consultants to provide [insert type of services], I thought it might be beneficial for the two of you to meet.

I have known [insert consultant's name] for [insert length of time], during which time [specify details about the relationship, such as whether he or she has provided consulting services to your company or you have served on a committee together]. [Include a few sentences explaining why you find this individual to be someone that you would recommend in this way.]

You can learn more about [insert consultant's name] at [insert URL for LinkedIn profile] and find out more about [his/her] consulting services at [insert website URL]. You may reach [him/her] at [insert contact information].

With your permission, I would be happy to introduce the two of you in person over [insert situation, such as lunch, coffee, etc.] or share your contact details with [insert name]. Just contact me at [insert phone number and email address] to let me know what you would prefer. I look forward to hearing from you soon.

Sincerely,

[Signature]

[Your Name, Title]