[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 of job seeker], a contact of mine who is seeking employment in the [insert industry/occupation/profession] industry. Because you are a successful professional with experience and contacts in this field, I am hoping that you may be able to provide tips and suggestions that may be helpful to [him/her] as [he/she] moves forward with [his/her] job search.

I met [insert name] [explain how long you have known the individual and how you met, in a way that is relevant to the recipient of the letter]. [He/she] made a positive impression on me, and I am confident that [he/she] has the potential to become a successful member of the [insert industry/occupation/profession]. I know how helpful advice from successful professionals can be during a job search, which is why I am reaching out to you with this letter of introduction.

Thank you in advance for your assistance and willingness to serve as a resource to high potential individuals seeking to enter the [insert industry/occupation/profession field. [Insert name] and I would greatly appreciate any guidance you can provide that could be of assistance with [his/her] job search efforts. You may reach [him/her] at [insert contact information]. With your permission, I will also provide [him/her] with your contact details. Please let me know if you will be able to assist.

Sincerely,

[Signature]

[Your Name, Title]