lovetoknow
advice women can trust
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[Recipient name]
[Company name]
[Street Address]
[City], [State] [Zip Code]

[Insert date]

Dear [Insert recipient name]:

Congratulations on your appointment to [insert position] of the [insert association name and chapter]. In your leadership role with [insert association], I am sure that you are always looking for talented individuals interesting in serving on the [insert appropriate description, such as on a committee, in a chair position, on the leadership team, etc.] That's why I am writing to introduce you to [insert name].

[Insert name] is a [long-time or relatively new] member of the [insert association name], and would like to get more involved with the group. [He/she] has expressed an interest to me in serving as a [insert volunteer role/capacity], but said that [he/she] does not personally know any members of the current leadership team. Because you and I [describe how you know each other], I offered to introduce the two of you.

I have known [insert name] for [insert length of time], during which time [specify details regarding what inspired you to introduce this individual as someone you would recommend in this way.]

You can learn more about [insert name]'s experience and past volunteer activities at [insert URL for LinkedIn profile]. You may reach [him/her] at [insert contact information]. With your permission, I would be happy to introduce the two of you in person. If it is convenient for you, I could arrange for us to meet for [insert options, such as lunch, coffee, etc.].

Please contact me at [insert phone number and email address] to let me know how I can be of further assistance. I look forward to hearing from you soon.

Sincerely,

[Signature]

[Your Name, Title]