**LETTER TAMPLATE**

**LETTER OF INTRODUCTION**

**[Your name]**

**[Street Address]**

**[City, St. Zip]**

**[Optional – Email Address]**

**[Date]**

**Subject:** Introduction fromKatherine Sussman

Dear Mr. Randall,

My name is Katherine Sussman, and I am currently a recruitment associate **for [XYZ Recruiting]**. I have been working as a recruiter for the past three years.

I am interested in moving from recruitment work in a large corporation to internal recruitment for a nonprofit. I used to work in development for **[ABC Nonprofit]** and would love to bring my current skills to a similar nonprofit. I know you do this kind of work for Sunshine Nonprofit, and I would appreciate hearing a bit about your experience in this field. I would love to arrange a time to meet with you for an informational interview.

I have attached my resume for your review. If you have time for a brief conversation, please let me know. You can contact me via **[email (ksussman@email.com) or phone (555-555-5555)]**. I look forward to hearing from you.

Thank you so much.

Sincerely,

**[Yours Signature]**

Katherine Sussman