**LETTER TEMPLATE**

**LETTER OF INTRODUCTION**

**[Your name]**

**[Street Address]**

**[City, St. Zip]**

**[Optional – Email Address]**

**[Date]**

**Subject:** Introduction from Allison Parker

Hi Jim,

I hope your week is going well!

I’m writing to introduce you to a past intern of ours, Bryce Howard. Bryce is a recent college graduate who has a degree in information technology, and he is interested in learning more about Ytech and the work you do there.

Since you started in IT just a few years ago, I thought you might be able to give him some good insight into what it’s like to work in the field and at your company. I’ve copied him on this email, but in case you need it, his phone number is 222-333-4444. Feel free to reach out with either method and please let me know if you need any additional information.

Thank you for your help! I hope you have a great rest of your day.

Thanks again,

**[Yours Signature]**

Allison