**LETTER TEMPLATE**

**LETTER OF INTRODUCTION FOR YOURSELF**

**[Your name]**

**[Street Address]**

**[City, St. Zip]**

**[Optional – Email Address]**

**[Date]**

Dear **[Recipient’s title + last name],**

My name is **[Your Name],** and I have been a **[job title]** at **[company name]** for the past **[# of years working for company].**

**[Reason yours writing — job opportunity, interest in the industry, details of local opportunities in your field, etc.]** I have heard nothing but good things about **[recipient’s company name],** and I would appreciate any help you could give me regarding **[subjects yours interested in discussing].**

I have included **[any supporting documents yours attaching]** for you to look over at your convenience. If you have time, I would greatly appreciate the chance to talk more and hear your suggestions about **[what yours interested in].** You can reach me at **[your email address]** or call at **[your phone number]** whichever works best for you.

Thank you so much for your time, and I look forward to hearing from you.

Sincerely,

**[Yours Signature]**

**[Your name]**