**TO WHOM IT MAY CONCERN**

**[Your name]**

**[Street Address]**

**[City, St. Zip]**

**[Optional – Email Address]**

**[Date]**

**[Name of recipient]**

**[Title]**

**[Company]**

**[Address]**

**[City, St. Zip]**

Dear **[Name of Recipient],**

**To Whom It May Concern:**

I saw your company announced the opening of two new coworking spaces on the east coast. I work with Level, a sustainable office furniture company in the Boston area.

We are coming out with a new line of pieces that coincide with the opening of your new space. I’d love to contact the team member in charge of furnishing your locations to discuss the possibility of working together.

Regards,

**[Yours signature]**

Gia