**LETTER TEMPLATE**

**BUSINESS INTRODUCTION LETTER**

**[Your name]**

**[Street Address]**

**[City, St. Zip]**

**[Optional – Email Address]**

**[Date]**

**[Name of recipient]**

**[Title]**

**[Company]**

**[Address]**

**[City, St. Zip]**

Dear **[Name of Recipient],**

**[Start the letter by introducing yourself and the person you are presenting. It is crucial to state your relationship with that person.]**

Provide information about the person. You may also choose to provide a resume if it is job-related—end by thanking the individual for their time.

Sincerely,

**[Yours Signature]**

**[Typed Name]**

**[Provide details about the individual you are introducing. Include specifics about what they are doing, why you are teaching them, and what kind of assistance they may request, or how they may be of service.]**