**INTRODUCTORY LETTER ON BEHALF OF YOURSELF**

**[Your name]**

**[Street Address]**

**[City, St. Zip]**

**[Optional – Email Address]**

**[Date]**

**[Name of recipient]**

**[Title]**

**[Company]**

**[Address]**

**[City, St. Zip]**

Dear John Doe,

My name is Jane Smith, and I’m a marketing manager with ten years of experience in the field, focused mainly on the food and beverage space. I have long been a fan of **02** – particularly its recent campaign for leading snack food manufacturer ABC Co.

If you have the time, I would love to talk to you about opportunities with your company, as well as gain career insights from a leader in the field, such as yourself. If you’re available, I can be reached at 555-555-5555. You can also reply to this email and view my portfolio using the link in my signature.

Thanks for your time, and I look forward to hearing from you.

**[Yours Signature]**

Jane Smith