**Introduction via email template**

*Hi [Name 1],*

*Mr./Mrs. [Name 1] it is my pleasure to introduce Mr./Mrs. [Name 2]. He/she is a young, charismatic [profession, for example, Data analyst] like yourself. I have known him/her for five years now, and I have seen him grow in his/her career to become Chief Data analyst at [company’s name].*

*[Name 2], [Name 1] is an expert in[profession] with more than 15 years’ worth of experience, and it is my belief he/she would be very resourceful in the growth of your career.*

*I will let you two take it from here.*

*Regards,*

*[Your Name]*