**LETTER OF INTRODUCTION FOR EMPLOYMENT EXAMPLE**

Dear Rachel,

I hope you had a great weekend! I’m writing to you today because I know that there is a sales position currently open. I’d like to introduce you to Duncan Washington. I worked with him at Just works, where he was the No. 3 salesperson. After I spoke with Duncan and explained our basic requirements, he was excited about the possibility of meeting you.

If you feel that Duncan may be a good fit for the team or if you have a question, feel free to contact him at abc@email.com or on his cell phone at 555-321-7777.

You can also read more about Duncan’s experience at abc.portfolio.com.

Best Regards,  
Emily Sprout  
Marketing Director  
abc@examplecity.com