

Warm Referral Introduction Email

Introduce a business through an authorized mutual connection.

Message details

To	From
<input type="text"/>	<input type="text"/>
Subject	Connection and permission reference
<input type="text"/>	<input type="text"/>

Editable draft

Replace bracketed prompts with accurate details

Hello [Name],

[Mutual connection], with permission, suggested I introduce [company] because [relevant context]. I am [name and role].

Our work covers [specific service]. In a relevant engagement, [supportable example you may share]. This may relate to [recipient's stated interest or known business need].

If you would like further details, may I send [specific information] or arrange [optional next step]? Please let me know your preferred route.

Regards,
[Name and role]
[Company and accurate contact details]
[Required business identification and opt-out wording]

Confirm permission to name the connection. Do not imply endorsement without authorization.