Full Name,

Designation,

Address

Date (e.g. 15 December 20XX or December 15 20XX)

To

Mr/Ms/Mrs Full Name,

Designation,

Address

Dear Mr/Ms/Mrs Last Name,

Let me introduce myself formally. I am \_\_\_\_\_\_\_\_\_\_\_; we met each other in the monthly meet organized by our common sponsor Mr.\_\_\_\_\_\_\_\_\_. Congratulations on your new contract with ABC Associates.

The purpose behind writing this letter is to introduce to you Mr. \_\_\_\_\_\_\_. He is a well known family friend of mine. He has an experience of over ten years as a consultant. I remember you telling me that you needed such a profile for your company. It is my immense pleasure to introduce such a candidature to you. Please find enclosed his resume and other relevant particulars. I would highly appreciate that you sanction him a personal interview with your firm.

Regards,

Full Name