

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to introduce you to CJ Smith, who has recently [brief background or achievement related to CJ]. CJ has a proven track record in [relevant skills or fields], and I believe that their expertise could greatly benefit [company/organization].

During [specific experience or role], CJ demonstrated [specific achievement or skill], which resulted in [positive outcome]. Their dedication and professional approach make them an excellent candidate for [specific opportunity or role].

Please feel free to reach out to CJ directly at [CJ's email] or [CJ's phone number] for any potential collaborations or opportunities.

Thank you for considering this introduction.

Sincerely,
[Your Name]