

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name], and I am a social media manager with [X years of experience] specializing in [specific skills or industries]. I have a proven track record of enhancing brand presence through strategic content creation and community engagement.

I would love the opportunity to discuss how I can contribute to [Company Name] and help elevate your social media strategy.

Thank you for considering my introduction. I look forward to connecting soon.

Best regards,

[Your Name]  
[LinkedIn Profile or Website]