

[Your Name]  
[Your Position]  
[Your Company/Organization]  
[Your Email]  
[Your Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company/Organization]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to introduce you to [XQQ's Name], who I believe will be a valuable connection for you.

[XQQ's Name] is [brief description about XQQ - their expertise, role, and any relevant achievements]. I think you two would have a lot to discuss because [reason for the introduction and how it relates to both parties' interests/goals].

I have spoken to both of you about your work, and I am excited about the potential for collaboration. [Optional: Mention any specific project, idea, or opportunity that relates to both parties.]

I have copied [XQQ's Name] on this email so you can connect directly. I encourage you to set up a time to chat; I am confident it will be mutually beneficial.

Thank you for considering this introduction. I look forward to hearing about the great things that come from your conversation!

Best regards,

[Your Name]