

**From:**

[Your Name]

[Your Address]

[City, State, ZIP]

[Email Address]

**Date:** [Date]

**To:**

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP]

**Subject: Personal Introduction Letter**

Dear [Recipient's Name],

[Write your brief personal introduction here. Mention your name, background, and the purpose of writing this letter. Add any relevant information about yourself that you wish to share.]

[Optional: Express your interest in connecting/checking in, and any action points if needed.]

Thank you for your time and consideration.

Sincerely,

[Your Name]