

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]