

General Introduction Letter Outline

1. Your Contact Information

- Name
- Address
- Email
- Phone Number
- Date

2. Recipient's Contact Information

- Name
- Title/Position
- Company/Organization
- Address

3. Salutation

- Dear [Recipient's Name],

4. Opening Paragraph

- State the purpose of the letter
- Brief personal introduction
- Mention connection or referral if any

5. Body Paragraph(s)

- Relevant background information (education, experience, achievements)
- Key skills and attributes
- Reason for reaching out (interest, goals, intent)

6. Closing Paragraph

- Express enthusiasm/appreciation
- Mention willingness for further discussion or meeting
- Provide contact details if not above

7. Closing & Signature

- Formal closing statement (e.g., Sincerely, Best regards)
- Typed name