

Tips and Examples of Introductory Emails

Tips:

- Always make the email addresses visible to all parties for ease in contacting one another.
- Provide phone numbers, time zone information or place of residence, and website links when available or appropriate.
- Always include a reason why you think these individuals should talk or what they have in common. This is a good place to mention your experience or give a brief testimonial or recommendation.
- It's a nice touch to always invite them to connect and wish them well in their conversation.
- Introductions can be for more than two people at a time. Just adjust your words to fit the situation.
- Introductions can be formal in their wording or casual. If you run into difficulty about what to say, touch into your heart and write from that space.
- Introductions do not have to be lengthy as long as they cover the basic points listed above. However, they are your introductions so make them yours and say what you feel needs to be said no matter the length.
- Introductions can be made through Social Media by including all parties in the conversation.

Here are some examples of ones I have written just to give you some ideas to start with:

Example 1:

Subject: Introduction for the two of you

Email: Hi _____ and _____,

I would like to introduce both of you.

_____, I was speaking with _____ yesterday and he/she mentioned he/she could use _____ and I thought of you. 😊

I invite both of you to reach out by email and arrange a conversation to meet and discuss possibilities.

Enjoy!

Warmly,

Example 2:

Subject: Introduction for the two of you

Email: Hi _____ and _____,

I would love to introduce you. In talking with both of you, I think the two of you would relish a conversation. You have complementary interests and your personalities match well. Insert an example of what they may have in common here

Here are your website links: insert both links or just one if it's the only one known

I would like to invite you to reach out and connect for a conversation.

Enjoy and let me know how it goes!!!!

Warmly,

Example 3:

Subject: Introduction for the two of you

Email: Hi _____ and _____,

I would like to introduce both of you!

_____, I was talking to _____ and had a wonderful experience. Describe your experience.

Afterwards, I thought that you might benefit from this type of experience too so I wanted to connect both of you.

Here is _____'s website so you can check him/her out and here is his/her phone number. He/She is located in _____.

Just so you will know, I did briefly mention your situation to him/her.

I invite both of you to reach out and schedule a time to talk. I think you will find it most beneficial.

Warmly,