Hi [Referral],

I’m not sure if I’ve mentioned it to you before, but I’ve been working with [Your Name or Business Name] here for a while now, and I wanted to connect you two because I thought you might be interested in exploring some of the same [insert type of work -- e.g. “leadership consulting”] work with [him/her/them].

[Referral], meet [Your Name; hyperlink your LinkedIn profile].

[Your Name], meet [Referral; hyperlink their LinkedIn profile].

I’ll leave the rest to you, and I’m sure I’ll speak with you both soon!

Kind regards,

[Client making introduction]

