(Your letterhead goes here if printed)

Dear (colleague or community member),

*(Write a personalized introduction)*

For example – My name is (name) and I am a (designation) in (location). I see that you specialize in (a certain population or certain problem), and I wanted to let you know about the work I also do with that (population/problem) in case I may be a resource to you and your clients.

My practice is located (where) and I now see clients (on which days). I work with (brief description of ideal client) around (areas of specialty/concerns).

If you are interested in finding more information, I would be happy to have a quick phone call so we could speak about ways I could assist you with your clients, or assist your clients directly. Additionally, you can find out more about my practice at my website (insert website here).

Also if you come across someone that you think could benefit from working with me, I would really appreciate if you let them know about my practice and send them (my contact details, over to my website etc).

*(Personalized conclusion)*

For example - Thank you for taking the time to read this and I wish you continued success in your (work, practice etc). (conclude with something personal)

(Cheers/Regards/ Sincerely / etc)

(Your name)