(Your letterhead goes here if printed)

Dear (someone awesome aka friend or family),

As you may already know, I have been working for many years to become a (designations), and have also taken steps towards setting up my own private practice. Well the time has come where I can finally say - **I am open for business!**

My new 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). You can find out more about my new practice at my website (insert website here).

I am really excited about this new stage in my career and I was hoping that I could ask you a favour? If you know of or hear of anyone that might be a good fit for working with me, can you please let them know about my practice and send them (my contact details, over to my website etc).

I really appreciate your support and thank you so much for being a part of my cheering squad.

(Cheers/Regards/ Sincerely / etc)

(Your name)