

# Template 1

To: tim.tartis@emailprovider.com, pam.pincely@email.provider.com

SUBJECT: Intro: Tim meet Pam

Good Evening, Tim and Pam!

I'm delighted to be able to connect you both. Tim, Pam is the writer I was telling you about. She has done some brilliant work for Mikrozoft. We've known each other since high school. She knows a lot about writing for businesses and manages her own team of content writing professionals.

Pam, Tim is the Head of Marketing & Digital Activation in Melon, and also my boss. Tim is a distinguished individual who has successfully created many brands. He is interested in working with a team of writers who understand the market, so I'm referring you to him.

Tim, you can mail Pam regarding any queries or assistance you require. Feel free to leave me out of this email thread.

Regards,  
Paul

Let's take a look at another example connecting two people from different companies.

## Template 2

To: Dave@emailaddress.com

CC: Roger@emailaddress.com

Subject: Introduction: Dave x Roger

Hi Dave,

I hope both of you are doing well. Dave meet Roger Stephen. He's the HVAC Engineer I've been telling you about. Roger has worked in numerous skyscrapers and commercial buildings. Roger and I take yoga lessons together. Stephen can help you set up the HVAC system for our new office.

Roger, Dave is setting up his new office at the top of Melford Grand Center, a skyscraper in LA, California. He needs someone to take charge and setup the HVAC system in his new office.

Dave, do you mind mailing Roger to set up an appointment? Leave me out 'cause I know nothing about HVAC!

Warmest Regards,  
Aaron