**Sample Professional Introduction letter**

April 27, 2010

Professor William Dan  
Executive Manager  
Executive MBA Program  
University of California  
2569 Springs St., Suite 456  
California, LA, L2O 5D6

Dear Professor Dan:

Firstly, I want to introduce you to the bearer of this particular letter, Ms. Samantha. She is an interior designer and I had mentioned this last week when we had met up over coffee.

As I have updated you earlier, Samantha is working on a particular study program at the university. Her course also involves internship programs. Practical exposure always helps. I would be very happy if someone from your end take up Samantha as of one of his or her assistant.

This way she would be able to gain more experience and use it in her program. She will also be able to hold enough knowledge that will help her in the end.

Thank you so much for considering this. I would be really honoured if you help us out with your co-operation.

Eric Cameron,  
Senior Consultant