NOTE: This email template is something YOU would create to give to your referral partners. They would then send an email introduction (and copy you on it) with all of your information, but it would be coming from THEM to the person they are referring you to.

Hi \_\_\_\_\_\_\_\_\_,

One of my colleagues, YOUR NAME, is a guest speaker for groups throughout (AREA), and I think s/he could be a great fit for your group.

Below is a description of the presentation s/he leads called ***YOUR TALK TITLE.*** I've also included his/her contact information and attached his/her Speaker Sheet so the two of you can connect.

YOUR TALK TITLE

THE DESCRIPTION OF YOUR TALK - 2 sentences

3 LEARNING POINTS

* Learning Point #1
* Learning Point #2
* Learning Point #3

SHORT transition sentence that wraps up your talk...

LINK TO YOUR SPEAKER SHEET (or attach it)

Feel free to contact YOUR NAME directly if you have any questions.

Thanks!

**YOUR EMAIL SIGNATURE**