

Dear <<Name>>,

I would like to introduce you to several members of our local business community who I think could improve the value of your business by becoming new referral partners, customers, or trusted suppliers.

I've come to know and value these business professionals through our association in the BNI® <<Chapter Name>> and we are holding a Business Open Day on <<Date, Time, Place>> where I would like to introduce you to them. During the event, you will also learn the key to generating more referrals for your business.

I will be calling you in the next couple of days to make sure you received my invitation and to find out if you are able to join me for this event.

If you have any questions, feel free to email or call.

I hope to see you <<Day of Week, Date>>!

<<Member Name, Member's company signature>>