

SAMPLE LETTER OF INTRODUCTION

[Date]

[Name]
[Title]
[School/Organization]
[Address]

Dear [title/name],

I am contacting you to introduce myself as a potential resource to speak to your [students/group/organization] about U.S. diplomacy and foreign affairs [and/or about the life and work of a diplomat].

I was a career member of the United States Foreign Service at [agency] for [x] years and am now living in [name of town, city, or community]. As a member of the U.S. Foreign Service I spent [X#] of years posted at embassies [and consulates] overseas with a mission to protect, promote, and defend the interests and values of the American people. I enjoy sharing my overseas experiences and educating people about diplomacy and have done so regularly through the years. I am also a member of the Speakers Bureau of the American Foreign Service Association, the professional association of the Foreign Service.

I am happy to speak to any size group free of charge. I have had the privilege of serving the American people and hope to stimulate interest among your [students/members], explaining what diplomats do and why our work is critical to the safety and prosperity of the United States.

I have included a brief bio.

Regards,

[Your name and title]
[City, State]
[Preferred contact info—email and/or phone number]