[Your Name]  
[Your Address]  
[Contact Number]

Date

Recipient’s Name  
Recipient’s Address  
Contact Number

**Subject: Introducing myself as a replacement to my client**

Dear (Mr. Mrs. Ms. Last Name),

I would like to inform you that I had referred you to (name of client) to work in your company (name of company). I am now taking their place.

The client will not be able to commence work with your company because of (list reasons here). I apologize for any inconvenience caused by this and hope everything goes smoothly. I am fit for this position due to my qualifications and experience (list your qualifications here).

Yours Sincerely,

[Your name]