A useful introduction.

A short checklist before you get in touch.

- [ ] **Your project**

  Name the company or project and explain what you are building.

- [ ] **Your audience**

  Describe who it is for and the problem it addresses.

- [ ] **Your purpose**

  State whether this is a partnership, introduction, or media inquiry.

- [ ] **Your context**

  Include the stage, relevant progress, and any important timing.

- [ ] **Your question**

  Ask one clear question or propose one practical next step.

- [ ] **Your details**

  Provide your name, role, and a reliable way to reach you.

Keep it concise. Leave confidential information out of the first message.

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