

[Your Name]  
[Your Professional Title / Studio Name]  
[Phone Number]  
[Email Address]  
[Portfolio Link/Website]

[Date]

[Recipient Name]  
[Recipient Title]  
[Company/Label Name]

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Dear [Recipient Name],

It was a pleasure meeting you at **[Name of Event/Mixer]** on **[Date]**. I particularly enjoyed our conversation regarding **[specific topic discussed]** and found your insights on **[industry trend/project]** very compelling.

As a professional mixer specializing in **[Genres/Audio Style]**, I have spent my career focusing on **[specific technical strength, e.g., sonic clarity, emotional impact, or spatial depth]**. Given your current work with **[Client/Project Name]**, I believe my mixing approach could be a strong asset to your future productions.

I have attached a link to my latest reel and a credits list for your review. I would welcome the opportunity to discuss how I can contribute to your upcoming projects or to provide a test mix on a track of your choice.

Thank you for your time and for the great conversation. I look forward to staying in touch.

Best regards,

[Your Name]