

[Your Full Name]

[Your Phone Number]

[Your Email Address]

[Your Portfolio/Website Link]

[Date]

[Recipient Name]

[Studio or Company Name]

Re: Referral from [Referral Source Name] / Mixing Inquiry

Dear [Recipient Name],

I am writing to follow up on the introduction made by [Referral Source Name] regarding potential collaboration on your upcoming projects. As a professional mixer specializing in [Genre/Style], I have long admired the sonic profile of [Recipient's Recent Project or Studio Work].

With over [Number] years of experience in the industry, I focus on delivering radio-ready balances that preserve the emotional intent of the artist. My workflow is optimized for [Pro Tools/Dolby Atmos/Analog Hybrid], ensuring high-fidelity results with efficient turnaround times for revisions.

I have attached my latest credit list and a link to my current showreel for your review. I would appreciate the opportunity to discuss how my mixing style might complement your future productions.

Thank you for your time and consideration.

Best regards,

[Your Name]