

[Your Full Name]
[Portfolio Link / Website]
[Phone Number]
[Email Address]

[Date]

[Recipient Name]
[Title/Position]
[Design Firm Name]
[Address/City]

Dear [Recipient Name],

I am writing to you because I have long admired [Firm Name]'s unique approach to [specific style or project type, e.g., sustainable luxury residential design]. Specifically, your recent work on [Project Name] resonated with me due to its [specific design element or philosophy].

As an interior design professional with a background in [specialization, e.g., spatial planning/CAD drafting/FF&E selection], I am currently expanding my network within the [City Name] design community. My experience includes [mention 1-2 key achievements or skills], and I am deeply committed to the intersection of [Design Principle A] and [Design Principle B].

I would greatly value the opportunity to learn more about your firm's creative process and your perspective on the evolving landscape of [Industry Segment]. If your schedule allows, I would appreciate a brief 15-minute introductory call or a coffee meeting at your convenience. I am not seeking a specific position at this moment, but rather to connect with leaders who are shaping the industry.

Thank you for your time and for the inspiration your work provides to the design community.

Sincerely,

[Your Signature]
[Your Printed Name]