

[Your Name]

[Your Specialization / Title]
[Email Address] | [Phone Number]
[City, State/Country] | **[Portfolio URL]**

[Date]

[Recipient Name]
[Title / Role]
[Company or Agency Name]

Dear [Recipient Name or Hiring Manager],

Re: [Specific Project Name or Role Title]

I am writing to express my interest in collaborating with [Company Name] as an independent designer. Having followed your recent work on [Specific Project or Initiative], I am impressed by your commitment to [Company Value or Aesthetic Style]. My background in [Your Key Skill] and [Secondary Skill] aligns closely with the creative direction of your current roster.

Throughout my [Number] years as a professional designer, I have specialized in creating [Type of Deliverables, e.g., brand identities, user interfaces, or motion graphics] that solve complex communication challenges. Most recently, I worked with [Previous Client Name] to [Major Achievement or Outcome of a Project], resulting in [Quantifiable Result or Qualitative Success].

My workflow is built for seamless integration into professional networks and agency teams. I am proficient in [Software/Tool 1], [Software/Tool 2], and [Software/Tool 3], ensuring that my deliverables are high-fidelity and production-ready. I pride myself on maintaining clear communication and meeting strict deadlines without compromising visual integrity.

I have attached my portfolio and resume for your review. I would welcome the opportunity to discuss how my design perspective can contribute to [Company Name]'s upcoming projects.

Thank you for your time and consideration.

Best regards,

[Your Name]