

[Your Full Name]
[Phone Number]
[Email Address]
[LinkedIn Profile/Portfolio URL]

[Date]

[Recipient Name]
[Title/Agency Name]
[Company Address - Optional]

Dear [Recipient Name],

I am reaching out to introduce myself as a Virtual Assistant specializing in [Specific Niche, e.g., Executive Support/Digital Marketing/Inbox Management]. Having followed [Company Name]'s recent growth in [Specific Project or Industry], I am impressed by your approach to [Specific Detail] and would value the opportunity to connect.

With [Number] years of experience, I help professionals reclaim their time by managing:

- [Key Skill/Task 1]
- [Key Skill/Task 2]
- [Key Skill/Task 3]

I understand the unique challenges of [Recipient's Industry] and pride myself on being a proactive partner rather than just a task-executor. I am currently expanding my network and looking for long-term collaborations where my skills in [Skill A] and [Skill B] can drive efficiency.

I would appreciate the chance to learn more about your workflow and discuss how I might support your upcoming goals. Are you available for a brief 10-minute introductory call next [Day of the Week]?

Best regards,

[Your Signature Name]