

[Your Name]  
[Your Portfolio Link]  
[Your Email]  
[Your Phone Number]

[Date]

[Recipient Name]  
[Recipient Title]  
[Company Name]

Dear [Recipient Name],

I am writing to express my interest in providing graphic design services for [Company Name]. I was referred to you by [Referral Name], who suggested that my design aesthetic and experience with [Specific Skill/Industry] would be a strong match for your upcoming projects.

With [Number] years of experience as a freelance designer, I specialize in creating visual identities that drive engagement. My background includes working with clients in the [Industry] sector to produce [List 2-3 specific deliverables, e.g., brand guides, digital assets, or print layouts]. I pride myself on delivering high-quality creative work that aligns strictly with brand objectives and deadlines.

I have attached my resume and included a link to my portfolio for your review. I would welcome the opportunity to discuss how I can contribute to [Company Name]'s creative goals.

Thank you for your time and consideration.

Best regards,

[Your Name]