

# [ARTIST NAME]

[Phone Number] • [Email Address] • [Website/Portfolio URL]

[Studio Address / City, State]

[Date]

*[Recipient Name]*

*[Gallery or Institution Name]*

*[Street Address]*

*[City, State, Zip Code]*

Dear [Recipient Name],

It is with great pleasure that I submit my portfolio for consideration regarding [specific exhibition, residency, or gallery representation]. Having followed the curated selections at [Gallery Name] for some time, I am particularly drawn to your commitment to [mention a specific theme or artistic movement the gallery supports].

My current body of work, [Title of Series or Project], explores the intersection of [Theme A] and [Theme B]. Through the medium of [Medium/Technique], I aim to evoke a sense of [intended emotion or concept]. My process involves [briefly mention technique or conceptual approach], resulting in pieces that challenge the viewer's perception of [Subject Matter].

The enclosed portfolio highlights my evolution as an artist over the past [Number] years. My work has recently been featured in [Mention a notable exhibition or publication], and I continue to push the boundaries of my practice by [mention current artistic goal].

Thank you for your time and for the work you do in supporting the arts. I welcome the opportunity to discuss how my work might contribute to the vision of [Gallery/Institution Name].

Sincerely,

[Artist Name]