

**[Your Name]**  
[Phone Number] | [Email Address]  
[Portfolio/Demo Reel Link]  
[City, State/Remote]

[Date]

**To:** [Recipient Name or Hiring Manager]  
**Company:** [Production Studio/Client Name]

**Re:** [Job Title/Project Reference Name]

Dear [Recipient Name],

I am writing to express my interest in the [Position/Role] for [Project Name] as advertised on [Platform/Source]. As a freelance voice actor with [Number] years of experience specializing in [Niches: e.g., Commercials, Animation, E-learning], I am confident that my vocal range and professional home studio setup align perfectly with your production needs.

Throughout my career, I have developed a reputation for [Key Skill: e.g., versatile character work / clear corporate narration / high-energy promos]. My professional home studio is equipped with [Microphone Model] and [Audio Interface/DAW], ensuring broadcast-quality files with a fast turnaround time. I am also proficient in [Additional Skills: e.g., basic editing, syncing to video, or Source-Connect sessions].

I have attached my latest [Genre] demo reel for your consideration. I am particularly drawn to this project because [Brief reason why you like the brand or project style], and I would welcome the opportunity to provide a custom audition sample of your script.

Thank you for your time and for considering my application. I look forward to the possibility of collaborating with you.

Best regards,

**[Your Name]**