

**[Full Name]**

[Phone Number] | [Email Address]

[Website/Portfolio URL] | [Location/Timezone]

[Date]

To [Casting Director Name or Hiring Manager],  
[Company Name]

**RE: [Project Title or Job Reference Number]**

Dear [Name],

I am writing to express my interest in providing voiceover services for [Project Name]. Having followed the work of [Company Name], I am confident that my [Vocal Style, e.g., warm, authoritative, energetic] tone is an ideal match for your current creative direction.

My background includes [Number] years of experience specializing in [Niches, e.g., commercial, narration, animation]. I record from a professional-grade home studio equipped with [Microphone Model] and [Software/Interface], ensuring high-quality, broadcast-ready files with a fast turnaround time.

Attached to this letter, you will find my [Commercial/Narrative/Character] demo reel. I have also included a custom audition sample based on the script provided, highlighting my ability to deliver [Specific Vocal Quality requested in the brief].

I am available for live directed sessions via [Source-Connect/Zoom/Phone] and look forward to the possibility of collaborating on this project. Thank you for your time and for considering my voice for this role.

Best regards,

[Signature]  
**[Full Name]**