

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am a freelance [Your Profession] with [X years] of experience in [Your Field/Industry]. I am reaching out to present my portfolio, which showcases my skills and previous work.

The attached portfolio includes a collection of my projects, ranging from [Briefly describe types of projects]. I have worked with clients such as [Client Names or Industries], delivering high-quality results that meet their specific requirements.

I am passionate about [Your Passion related to your profession], and I am committed to providing exceptional service to my clients. I believe that my skills and experiences align well with the needs of [Recipient's Company/Project].

Please find my portfolio attached for your review. I would love the opportunity to discuss how my skills can benefit your team. Thank you for considering my application, and I look forward to hearing from you soon.

Best regards,

[Your Name]