

Inquiry for Freelance Services

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Freelancer's Name]

[Freelancer's Address]

[City, State, Zip Code]

Dear [Freelancer's Name],

I hope this message finds you well. My name is [Your Name], and I am currently seeking freelance services in [specific service needed, e.g., graphic design, web development, etc.]. I came across your portfolio on [where you found them, e.g., website, social media] and was impressed by your work.

I am looking for someone to assist with [briefly describe the project or service you need], and I would like to know more about your availability, rates, and any relevant experience you may have.

If you are interested, please respond at your earliest convenience. I would love to discuss this further and see if we could work together.

Thank you for your time, and I look forward to hearing from you soon.

Sincerely,

[Your Name]