

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Recipient Name

Recipient Title

Company/Institution Name

Address

City, State, Zip Code

Dear [Recipient Name],

I hope this message finds you well. I am writing to request a review of my architecture portfolio. I am currently a [your status, e.g., graduate student, recent graduate] in architecture and am seeking feedback to enhance my work and ensure I am on the right path for my professional development.

My portfolio includes [briefly describe the contents of your portfolio, e.g., projects, drawings, designs], which I believe showcase my skills and dedication to the field.

I would greatly appreciate the opportunity to schedule a meeting or a brief review session at your convenience. Your insights would be invaluable to me as I strive to improve my work and pursue future opportunities in architecture.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]