

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Application for [Job Title]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position listed at [Company Name]. I believe my skills and experience align well with the requirements of this role. However, I must regretfully inform you that I am currently unable to provide my portfolio as it is not complete.

While I understand the significance of a portfolio in showcasing my work, I would be delighted to discuss my qualifications and experiences at your convenience. I am confident in my ability to contribute to your team and believe a conversation would provide an excellent opportunity to demonstrate my potential.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

Your Name