

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to express my interest in the [Job Title] position at [Company's Name] as advertised on [Where You Found the Job Posting]. I am excited about the opportunity to contribute to your team with my skills and experiences.

Unfortunately, I was unable to include my work samples with my application due to [reason for missing work samples, e.g., technical issues, formatting problems]. I recognize the importance of demonstrating my capabilities and would be happy to send you my portfolio or any specific pieces of work upon request.

I believe my background in [Your Field/Experience], along with my [specific skills or experiences relevant to the job], would allow me to make a valuable contribution to [Company's Name]. I am very enthusiastic about the possibility of joining your team and contributing to your projects.

Thank you for considering my application. I look forward to the opportunity to discuss my candidacy further. Please feel free to contact me at your convenience.

Sincerely,

[Your Name]