

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

Dear [Hiring Manager's Name],

I hope this message finds you well. My name is [Your Name], and I am a freelance [your profession, e.g., graphic designer, writer, developer] with over [X years] of experience in [mention specific skills or areas of expertise]. I am reaching out to express my interest in collaborating with [Company Name] on your upcoming projects.

Throughout my career, I have successfully completed numerous projects for clients across various industries, including [mention any relevant industries]. My approach combines creativity and attention to detail, ensuring that the end product aligns with the client's vision and goals.

Attached to this letter is my portfolio showcasing samples of my work, including [briefly describe specific examples relevant to the job]. I am confident that my skills would be a valuable addition to your team.

I would love the opportunity to discuss how I can contribute to [Company Name] and help achieve your objectives. Please feel free to contact me at [your phone number] or [your email address] to schedule a conversation.

Thank you for considering my application. I look forward to the possibility of working together.

Best regards,
[Your Name]