

John Doe
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City, State, Zip Code
Email: johndoe@email.com
Phone: (123) 456-7890
Date: [Insert Date]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is John Doe, and I am a freelance writer with a focus on [specific topics or areas of expertise]. I am reaching out to inquire about any available freelance writing opportunities within [Company/Organization Name].

With a background in [briefly describe your experience or relevant qualifications], I have contributed to [mention any notable publications or projects]. I am passionate about creating engaging content that resonates with readers and aligns with the values of your organization.

I would love the opportunity to discuss how my skills and experiences could benefit your team. Please let me know if there are any current or upcoming projects where you might need assistance.

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

Sincerely,
John Doe