

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to address a gap in my employment history that may be visible on my resume. Between [Start Date] and [End Date], I took a deliberate hiatus from traditional employment to explore freelance opportunities in [specific field or industry].

During this time, I had the chance to work on various projects that enhanced my skills in [mention relevant skills]. This experience not only broadened my expertise but also strengthened my ability to manage my time effectively and take on multiple roles successfully.

I am now eager to transition back into a full-time position where I can leverage my freelance insights combined with my previous professional experiences. I believe that the skills I acquired during my freelance period will contribute positively to [Company Name] and its objectives.

Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further.

Sincerely,

[Your Name]