

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my interest in the freelance opportunity available with [Company's Name] as advertised [where you found the opportunity]. With my background in [your field/area of expertise] and a passion for [related interest], I believe I can contribute effectively to your team.

Over the past [number of years] years, I have developed a strong skill set in [specific skills or services related to the opportunity]. My experience includes [briefly list relevant experience, projects, or clients]. This experience has equipped me with the ability to [mention relevant abilities or outcomes related to the potential job].

I am particularly drawn to this opportunity with [Company's Name] because [reason related to the company or project]. I admire [specific aspect of the company's work or values] and believe my skills can complement your team in achieving [mention specific goals or projects].

I have attached my portfolio and resume for your review. I would love the opportunity to discuss how my background and skills align with the needs of your team. Thank you for considering my application. I look forward to the possibility of collaborating with you.

Best regards,  
[Your Name]