

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am excited to present my portfolio for your consideration. My work reflects my passion for [specific field or discipline], showcasing a range of projects that highlight my skills in [list key skills or areas of expertise].

Enclosed with this letter, you will find my portfolio, which includes [brief description of portfolio contents, e.g., examples of work, case studies, etc.]. Each piece has been carefully selected to demonstrate my capabilities and unique approach to [specific area or problem].

I appreciate the opportunity to share my work with you and would welcome any feedback or insights you may have. I am looking forward to the possibility of discussing my portfolio further.

Thank you for your time and consideration.

Best regards,

[Your Name]
[Your Title / Position] (if applicable)
[Website or LinkedIn profile] (if applicable)
[Enclosure: Portfolio]