

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

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to introduce my professional ghostwriting services, which aim to help individuals and businesses articulate their ideas and stories effectively through written content. With extensive experience in [specific genres or topics], I am dedicated to delivering high-quality, engaging, and original content tailored to meet your needs.

Whether you are looking to create a book, blog posts, articles, or other written materials, I can assist you in bringing your vision to life while ensuring your voice is captured authentically.

Please find attached my portfolio, which showcases some of my previous work and demonstrates my writing style and versatility. I am happy to discuss how we can collaborate to achieve your goals.

Thank you for considering my services. I look forward to the opportunity to work together.

Sincerely,

[Your Name]

[Your Title, if applicable]