

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title/Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am a professional ghostwriter with [X years] of experience in the field. I specialize in [specific genres or types of writing, e.g., memoirs, fiction, non-fiction, etc.], and I am passionate about bringing my clients' stories to life.

Throughout my career, I have collaborated with numerous authors, entrepreneurs, and industry experts to create compelling content that resonates with their target audiences. Some notable projects I have worked on include [mention any significant projects or clients, if applicable].

I am reaching out to explore potential collaboration opportunities that could benefit your projects. I pride myself on my ability to adapt to different voices and styles while ensuring that each piece maintains the authenticity and vision of the original author.

I would love the chance to discuss how I can assist you in achieving your writing goals. Please feel free to reach me at [your phone number] or [your email address] to schedule a conversation.

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

Warm regards,

[Your Name]