

[Your Name]
[Your Address]
[City, State, Zip]
[Your Email]
[Your Phone Number]
[Date]
[Client's Name]
[Client's Company]
[Client's Address]

Dear [Client's Name],

I am excited to apply for the [Job Title] position you posted on Upwork. With [number] years of experience in [your expertise/field], I am confident in my ability to deliver exceptional results for your project. In my previous role at [Your Previous Company/Client], I successfully [mention a relevant achievement or responsibility], which resulted in [specific outcome or improvement]. My skill set includes [list relevant skills or tools], making me well-equipped to handle the requirements of your project.

I am passionate about [mention a detail that connects to the client's project or values] and am committed to providing high-quality work that meets your needs. I am available to start immediately and can dedicate [number] hours per week to ensure timely completion.

I would love the opportunity to discuss this project in more detail.

Thank you for considering my application.

Best regards,

[Your Name]
[Your Upwork Profile Link]