

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

[Client's Name]
[Client's Company Name]
[Client's Address]
[City, State, Zip]

Dear [Client's Name],

Introduction:

- Briefly introduce yourself and mention the project you are applying for.
- State how you found the job listing.

Body Paragraph 1:

- Highlight your relevant skills and experience.
- Mention specific examples that demonstrate your expertise.

Body Paragraph 2:

- Discuss your understanding of the project requirements.
- Explain how you can meet or exceed these requirements.

Body Paragraph 3:

- Share any additional credentials, certifications, or relevant work samples.
- Mention your availability and willingness to communicate.

Conclusion:

- Reiterate your enthusiasm for the project.
- Invite the client to discuss further or ask questions.
- Thank them for considering your application.

Sincerely,

[Your Name]
[Your Upwork Profile Link]