

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

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am reaching out to inquire about your UI design services. I am currently [briefly describe your project or need, e.g., "working on a mobile application aimed at enhancing user engagement"] and would like to understand how your team can assist in delivering an intuitive and attractive user interface.

Could you please provide information regarding your design process, pricing structure, and any relevant experience that may align with my project? Additionally, I would appreciate it if you could share examples of your previous work that demonstrate your design capabilities.

Thank you for your time and consideration. I look forward to your response.

Best regards,
[Your Name]