[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]

Subject: [Your Subject Here]

Dear [Recipient's Name],
[Opening Paragraph: Introduce yourself and your purpose. Include a hook that connects to UX design.]

Section 1: Understanding User Needs
[Discuss your insights into user behavior and how this influences design decisions.]

Section 2: Design Philosophy
[Share your design principles and methodologies with examples.]

Section 3: Project Highlights
[Briefly showcase projects that illustrate your skills and successes.]

Closing Paragraph:
[Wrap up your letter with a call to action or an invitation to discuss further.]

Warm regards,
[Your Name]
[Your LinkedIn Profile or Portfolio Link]

Attachments: Resume, Portfolio Links