

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Job Title]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
[Opening paragraph - Introduce yourself and the purpose of your letter.]  
[Body paragraph - Describe your experience, skills, and qualifications relevant to UX design.]  
[Body paragraph - Mention any specific projects or achievements that showcase your capabilities.]  
[Closing paragraph - Express your enthusiasm for the opportunity and mention your desire for an interview or further discussion.]  
Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team.  
Sincerely,  
[Your Name]