

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

[Recipient's Name]  
[Company Name]  
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

[Opening paragraph: State the purpose of the letter, mention the position you are applying for or the reason for writing.]

[Second paragraph: Briefly summarize your background, skills, and experience relevant to the UX design role.]

[Third paragraph: Explain why you are interested in the position or company, and what you can bring to their team.]

[Closing paragraph: Thank the recipient for considering your application, and express your desire for an interview or further discussion.]

Sincerely,  
[Your Name]