

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

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

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am a UX designer with a background in [Your Background/Expertise Area]. I am excited to share my portfolio with you, which showcases my skills and experiences in crafting user-centered designs.

****Introduction:****

Begin with a brief introduction about yourself and your passion for UX design.

****Portfolio Overview:****

Describe what your portfolio includes, such as case studies, wireframes, user research findings, and any specific projects that highlight your strengths.

****Highlighted Projects:****

- ****Project 1:**** [Project Title]

- Description: Brief summary of the project, your role, and the impact it had on users or the business.

- Key Takeaways: Mention what you learned or the skills you developed.

- ****Project 2:**** [Project Title]

- Description: Brief summary of the project, your role, and the impact it had on users or the business.

- Key Takeaways: Mention what you learned or the skills you developed.

****Design Philosophy:****

Share your approach to UX design and how you prioritize user needs in your work.

****Call to Action:****

Encourage the recipient to explore your portfolio and provide a link or attachment. Invite them for a discussion to further explore potential collaborations.

Thank you for considering my portfolio. I look forward to the opportunity to discuss how my skills and experiences can contribute to [Company Name].

Best regards,

[Your Name]

[Your LinkedIn Profile or Portfolio Link]