

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
[Introduction: Briefly introduce yourself and state the purpose of your letter.]  
[Body: Discuss your qualifications, experience, and relevant skills in UX design. You may also want to mention specific projects or achievements.]  
[Conclusion: Reiterate your interest and suggest a follow-up or express your desire for further discussion.]  
Thank you for your time and consideration. I look forward to the possibility of working together.  
Sincerely,  
[Your Name]  
[Attachment: Resume (if applicable)]