

[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]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am a UX designer with [X years of experience/your relevant background]. I am reaching out to inquire about [specific information or opportunity related to UX design].

I am particularly interested in [details about the project, company, or specific UX aspects], and I believe my expertise in [specific skills or tools] could contribute to [specific goals or objectives].

I would appreciate the opportunity to discuss this further and explore how we could collaborate. Please let me know a convenient time for you, or I can adjust my schedule to fit yours.

Thank you for considering my inquiry. I look forward to your response.

Warm regards,

[Your Name]

[Your LinkedIn Profile or Portfolio URL]