

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

[Recipient Name]  
[Recipient's Position]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: UX Design Project Proposal

I am writing to propose a UX design project that aims to [briefly describe the objective of the project]. With my expertise in user-centered design and a passion for creating intuitive user experiences, I believe this project will significantly enhance [mention target area or user experience] for your company.

**\*\*Project Overview\*\***

- **\*\*Objectives:\*\*** [List the main goals of the project]
- **\*\*Scope:\*\*** [Detail the scope of the project]
- **\*\*Timeline:\*\*** [Provide a timeline or milestones]

**\*\*Methodology\*\***

[Describe your approach and methods, including research, prototyping, testing, etc.]

**\*\*Deliverables\*\***

[List the expected deliverables at the end of the project]

**\*\*Budget\*\***

[Provide a proposed budget or cost estimate for the project]

I would love the opportunity to discuss this proposal further and hear your thoughts. Please feel free to reach out to me at [your phone number] or [your email address] to schedule a meeting.

Thank you for considering this proposal. I look forward to the possibility of collaborating with you on this exciting project.

Sincerely,

[Your Name]  
[Your Job Title]