

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to submit my portfolio for consideration for the [position/title] at [Company/Organization Name]. With a passion for visual storytelling and extensive experience in [specific skills/areas], I believe my work aligns well with your team's vision.

Enclosed with this letter is my portfolio, which showcases a variety of projects, including [briefly describe a couple of highlight projects]. My experience with [mention relevant software/tools or techniques] has allowed me to create engaging visuals that enhance the audience's experience.

I am excited about the opportunity to contribute to [Company/Organization Name] and collaborate with your talented team. Thank you for considering my submission. I look forward to the opportunity to discuss how my skills and experiences align with your needs.

Sincerely,

[Your Name]

[LinkedIn Profile or Personal Website (if applicable)]