

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

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

Dear [Recipient's Name],

I am writing to express my interest in the freelance [position or project name] advertised on [where you found the job listing]. With my background in [your field or expertise], I believe I can provide valuable contributions to your team.

I have [number] years of experience in [related skills or experience], which has equipped me with the necessary skills to succeed in this role. My previous projects include [brief description of relevant projects or work]. This experience has honed my ability to [relevant skills], ensuring that I consistently deliver high-quality results.

I am particularly drawn to this opportunity because [reason related to the company or project]. I am excited about the possibility of collaborating with such a dynamic team and contributing to [company's goals or projects].

Enclosed is my portfolio/website link for your review: [link to your work]. I am eager to discuss how my skills and experiences align with your needs. Thank you for considering my application. I look forward to the opportunity to speak with you.

Sincerely,
[Your Name]