

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Client's Name]
[Client's Company Name]
[Client's Address]
[City, State, Zip Code]

Dear [Client's Name],

I hope this letter finds you well. I am writing to express my interest in the freelance [type of work] position you have available. As a skilled [your profession], I believe I can contribute effectively to your project by [briefly describe how you can help].

I have experience in [mention specific skills or experiences relevant to the project], and I am confident in my ability to deliver high-quality work that meets your expectations. I am also well-versed in working remotely, which allows me to maintain flexibility while ensuring timely communication and project delivery.

Please find my portfolio attached for your review. I would love the opportunity to discuss how I can support your team. Thank you for considering my application. I look forward to the possibility of working together.

Sincerely,
[Your Name]