

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

[Artist Name]
[Artist's Address]
[City, State, Zip Code]

Dear [Artist Name],

I hope this letter finds you well. My name is [Your Name], and I am a representative at [Your Company/Agency Name]. We are dedicated to promoting and supporting talented artists like yourself, and I have been following your work with great admiration.

[Insert a personal touch, discussing a specific piece of the artist's work or a recent achievement.]

At [Your Company/Agency Name], we believe that your unique talent and vision align perfectly with our mission of [briefly state the mission of your agency or company]. We specialize in [mention the area of representation: music, art, performance, etc.], and I am confident that we can provide the support and exposure needed to elevate your career to new heights.

I would love the opportunity to discuss potential representation further and explore how we can work together. Please let me know a convenient time for us to connect, or feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for considering this opportunity. I look forward to hearing from you soon.

Best regards,

[Your Name]
[Your Title]
[Your Company/Agency Name]
[Website, if applicable]