

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to submit my portfolio as part of my application for the [specific opportunity] at [Company/Organization Name]. I am excited about the possibility of contributing to your team and believe my skills align well with the expectations for this role.

Enclosed, please find my portfolio, which showcases [briefly describe the contents, e.g., samples of my work, relevant projects, or specific achievements]. I have highlighted [key projects or experiences] that demonstrate my [specific skills or qualifications related to the position].

I appreciate your consideration of my application and look forward to the opportunity to discuss how I can contribute to [specific project or goal of the organization]. Thank you for your time.

Sincerely,

[Your Name]

[Your LinkedIn Profile or Portfolio Website, if applicable]