

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to express my interest in the [specific position or project name] with [Company Name]. With a passion for user interface design and a solid background in [your relevant experience or skills], I believe I can significantly contribute to your team.

I have attached my portfolio for your review, showcasing my ability to create engaging and user-friendly designs. I am particularly proud of [mention any specific project or achievement], which [explain briefly the outcome or impact].

I am excited about the opportunity to collaborate with the talented team at [Company Name] and contribute to innovative solutions. I look forward to the possibility of discussing my application further.

Thank you for considering my application.

Sincerely,  
[Your Name]