

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

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am a UX consultant with [X years] of experience in [specific areas of expertise]. I am writing to express my interest in collaborating with [Company Name] to enhance user experiences and drive user satisfaction.

In my previous roles, I have successfully [briefly describe an achievement or project related to UX]. This experience has allowed me to develop a strong skill set in [mention key skills relevant to the job or project], which I believe can greatly benefit your team.

I propose to [briefly outline a potential project or initiative, including objectives and desired outcomes]. By utilizing [specific UX methodologies or tools], I aim to [explain how this will help the company or its users].

I would love the opportunity to discuss this further and explore how I can contribute to [Company Name]. I am available for a meeting at your convenience and can provide additional examples of my work or references if needed.

Thank you for considering my proposal. I look forward to the possibility of working together to create exceptional user experiences.

Warm regards,

[Your Name]

[Your LinkedIn Profile or Website, if applicable]