

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

[Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am a UX consultant with [X years] of experience in creating user-centered designs that enhance customer satisfaction and drive business growth.

I am reaching out to discuss potential collaboration opportunities that can help [Recipient's Company Name] optimize its user experience and achieve its business objectives. My approach involves thorough research, rapid prototyping, and iterative testing to ensure that the end product meets both user needs and business goals.

I would love the opportunity to discuss how my expertise in [specific skills or tools] can benefit [Recipient's Company Name]. Please let me know a convenient time for you to meet, or feel free to connect with me directly at [Your Phone Number] or [Your Email Address].

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

Best regards,

[Your Name]
[Your Title]
[Your Website/LinkedIn Profile] (if applicable)