

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

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name], and I am a UX consultant with [number] years of experience in designing user-centered solutions that enhance digital experiences.

I am writing to express my interest in collaborating with [Company Name] to improve [specific area of interest, e.g., website usability, mobile application design, etc.]. I have a proven track record of delivering measurable outcomes through extensive user research, wireframing, prototyping, and usability testing.

In my previous role at [Previous Company], I successfully [briefly describe a relevant project or achievement], which resulted in [specific outcome, e.g., increased user engagement, reduced bounce rates, etc.]. I believe I can bring similar success to your team.

I would love the opportunity to discuss how my expertise can align with [Company Name]'s goals and contribute to [specific project or initiative]. I am available for a meeting at your convenience and can be reached at [Your Phone Number] or [Your Email Address].

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]