

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

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 creating user-centered designs that enhance usability and improve overall user satisfaction.

I am reaching out to you because [briefly explain the reason for your outreach, e.g., you admire their work, you see an opportunity for collaboration, etc.]. Through my expertise in [specific areas of UX, e.g., user research, wireframing, usability testing], I have successfully [mention a couple of your achievements or standout projects].

I believe that my skills in [specific skill or tool relevant to the recipient's needs] could greatly benefit [Company Name] in [describe how your expertise aligns with their projects or goals]. I would love the opportunity to discuss how we can work together to create exceptional user experiences.

Thank you for considering my proposal. I look forward to the possibility of collaborating with you.

Warm regards,

[Your Name]
[Your Job Title or Position]
[Your Website or Portfolio Link]