

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

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am a UX consultant with [number] years of experience in [industry/field]. I am reaching out to express my interest in collaborating with [Company Name] to enhance your user experience and elevate your digital products.

In my previous role at [Previous Company Name], I successfully [briefly describe a relevant achievement or project]. My approach focuses on [briefly describe your UX principles or methodologies].

I would love the opportunity to discuss how my expertise can contribute to [specific goal or project related to the company]. I am available for a meeting at your convenience and can be reached at [your phone number] or [your email].

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

Warm regards,

[Your Name]  
[Your Title]