

[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 letter finds you well. My name is [Your Name], and I am a UX consultant with [number] years of experience in enhancing user experiences and driving customer satisfaction. I have a passion for creating intuitive and user-friendly designs that meet the needs of users while aligning with business objectives.

I am reaching out to express my interest in collaborating with [Company Name] on [specific project or area of interest]. I believe that my expertise in [specific skills or tools relevant to the project] could significantly benefit your team in achieving [specific goals or outcomes].

In my previous role at [Previous Company Name], I successfully [describe a relevant project or achievement that showcases your skills]. This experience has equipped me with the insights necessary to understand user behavior and design effective solutions.

I would love the opportunity to discuss how I can contribute to [Company Name] and support your initiatives. Please let me know a convenient time for you to connect.

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

Warm regards,

[Your Name]  
[Your Job Title]