

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to express my interest in offering my services as a UX Consultant for [Company Name]. With [number] years of experience in user experience design and a strong background in [specific areas of expertise], I believe I can contribute significantly to your team.

In my previous role at [Previous Company Name], I successfully [describe a relevant achievement or project], which led to [quantifiable outcome]. My approach focuses on understanding user needs, enhancing usability, and creating engaging interfaces that drive results.

I am particularly impressed by [something specific about the recipient's company or project], and I am eager to collaborate with your team to elevate the user experience of your products. I would love the opportunity to discuss how my expertise can align with your goals.

I am looking forward to the possibility of working together. Please feel free to contact me at [your phone number] or [your email] to arrange a meeting.

Thank you for considering my proposal. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Job Title]