

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

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am a UX consultant with [X years] of experience in enhancing user experience for [specific industries or types of clients]. I am reaching out to you because I believe that [Company Name]'s digital products could benefit significantly from a user-centered design approach.

In my previous roles, I have successfully [mention a relevant accomplishment or project]. This experience has equipped me with the skills to analyze user behavior, create user personas, and conduct usability testing to ensure that design decisions align with user needs. I would love the opportunity to collaborate with your team to [specific goal or project]. By leveraging my expertise in [specific skills or tools], I can help you [specific outcome or benefit], ultimately leading to [positive impact on the company].

I am available for a brief meeting to discuss this further and explore how I can contribute to your team. Please let me know a convenient time for you, and I will do my best to accommodate.

Thank you for considering my proposal. I look forward to the opportunity to work together.

Best regards,
[Your Name]