

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

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am a [Your Job Title/Position] with a passion for user experience design and innovation. I am reaching out to express my admiration for [Company's Name] and the impactful work you are doing in the field of [specific related industry or project].

With [X years] of experience in UX design, during which I have successfully [briefly describe a relevant achievement or project], I am keenly interested in the possibility of contributing to your team as a UX Manager. I believe my expertise in [specific skills or tools related to UX] aligns with your company's mission to [mention a relevant aspect of the company's goals or values].

I have been following [specific project or product of the company] and am particularly impressed by [specific detail about their work that resonates with you]. I would love the opportunity to discuss how my background in [mention any relevant experience or training] can add value to your initiatives and enhance user engagement.

I would appreciate the chance to connect with you for a brief conversation or coffee chat at your convenience. Thank you for considering my outreach, and I look forward to the opportunity to speak with you soon.

Warm regards,

[Your Name]

[Your LinkedIn Profile or Portfolio URL] (optional)