

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]
Dear [Recipient's Name],
[Introductory Paragraph: Briefly introduce yourself and the purpose of the letter.]
[Body Paragraph 1: Describe your design concept, highlighting the elements and features of your XD design that make it unique.]
[Body Paragraph 2: Explain the benefits of your design and how it can meet the recipient's needs or solve their problems.]
[Closing Paragraph: Invite the recipient for further discussion or a meeting to showcase your design in detail.]
Thank you for considering my XD design. I look forward to your response.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title (if applicable)]