

From, [mention your name]

[Address]

Date:

To,

[Address]

Sub:

Dear [Recipient Name]

My name is (mention name). I have been working as a freelance writer with (mention years of experience) writing for informational technology startups with expertise in web development, web pages content writing.

I have a huge interest of the work (mention your agency worked on with mentioning the company name). I would love to chat with you all about this work and share my knowledge with you and whether there are any potential job opportunities with yours.

If you all wish to know about it more, you can reach me at (mention phone number) or through an email at (mention email address). You can take a review of my portfolio at (mention website).

Lastly, thank you for your time and support. I look forward hearing from you.

With regards,

[Sender name]