

Your Name

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Portfolio: yourportfolio.com

[City, Date]

[Recipient Name]

[Company or Studio Name]

[Address (optional)]

Dear [Recipient Name],

[Write your introduction here; express interest in the position and why you're a great fit. Highlight key creative skills, experience, or projects. Outline your creative vision or design philosophy. Connect your background to the role and the company's values. The body section may use 2–3 short paragraphs.]

[Share how your creative ideas or work will add value. End with a call to action or open invitation for discussion.]

Sincerely,

Your Name

[Title or Profession, e.g., Designer, Animator]