

[Your Name]  
[Your Phone Number]  
[Your Email Address]  
[Your LinkedIn Profile URL]

[Date]

[Hiring Manager Name]  
[Company Name]  
[Company Address]

RE: Direct Submittal of Availability - [Job Title/Reference Number]

Dear [Hiring Manager Name],

I am writing to formally submit my credentials for the [Job Title] position at [Company Name]. Having followed your company's recent growth in [Industry/Field], I am eager to contribute my expertise in [Key Skill 1] and [Key Skill 2] to your team.

My background includes [Number] years of experience, during which I have successfully [mention a major achievement or responsibility]. I am confident that my technical proficiency and professional approach align with the requirements of this role.

Please find my resume and portfolio attached for your review. I am currently available for interviews and am prepared to start a new engagement within [Notice Period/Timeframe].

I look forward to the possibility of discussing how my skills can support [Company Name]'s upcoming objectives. Thank you for your time and consideration.

Sincerely,

[Your Name]