

[Your Full Name]  
[Your Job Title/Expertise]  
[Your Phone Number]  
[Your Email Address]  
[Link to Portfolio/LinkedIn]

[Date]

[Recipient Name]  
[Recipient Job Title]  
[Company Name]

Dear [Recipient Name],

I am writing to formally introduce myself and express my interest in providing professional [Your Industry/Service Name] services to [Company Name] on an on-demand or project basis.

With [Number] years of experience in [Your Field], I specialize in [Key Skill 1], [Key Skill 2], and [Key Skill 3]. My background includes working with clients such as [Previous Client/Company Name] to achieve [Specific Result or Outcome]. I am confident that my expertise can provide immediate value to your team during peak periods or for specialized initiatives.

I have attached my resume for your review and would welcome the opportunity to discuss how my flexible services can support your upcoming goals. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]