

[Your Name]  
[Your Job Title/Specialization]  
[Your Phone Number]  
[Your Email Address]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Company Address]

Subject: Availability for Machine Learning Algorithm Consulting/Development

Dear [Recipient Name],

I am writing to formally confirm my current availability to provide expertise in machine learning algorithm design, optimization, and implementation for [Company Name].

With my background in [mention specific area, e.g., Deep Learning, Reinforcement Learning, or NLP], I am available to assist with:

- Architecting and training custom ML models.
- Optimizing existing algorithms for better performance and scalability.
- Data preprocessing and feature engineering strategies.
- Evaluating model accuracy and deployment readiness.

My current schedule allows for an immediate start on a [Full-time / Part-time / Project-based] basis. I am available for approximately [Number] hours per week and can collaborate via [Remote/On-site] channels.

I have attached my portfolio and technical resume for your review. Please let me know if you would like to schedule a technical deep-dive to discuss your specific requirements.

Sincerely,

[Your Signature]  
[Your Typed Name]