Studio introduction letter

Professional first impressions

Tailor a courteous introduction to a studio or business whose values and services align with your experience.

Complete the shaded fields in a PDF reader or print and write by hand. Save a personal copy.

Recipient and business

Email subject

Example: Professional Introduction | [Your Name]

Opening and purpose

Dear [Name], I am writing to introduce my professional background and explore potential collaboration.

Relevant experience and alignment

Briefly explain your training, experience and why this particular organisation interests you.

Proposed next step

Invite a short discussion and mention your CV or portfolio if attached.

Professional sign-off

Kind regards, name, designation and professional contact.

Personalise the letter for each recipient. Confirm eligibility and contractual arrangements before accepting any engagement.