

# Personal Business Communication Letter

**Jessica Lee**

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**Alex Rivera**

**Marketing Director**

**Innovative Designs Co.**

**789 Inspiration Blvd.**

**Design City, CA, 92101**

**Dear Mr. Rivera,**

I hope this letter finds you well. I am writing to you as a freelance graphic designer with over five years of experience in the creative industry, particularly in brand development and digital marketing. I recently came across Innovative Designs Co.'s recent campaign on sustainable living, and I was truly impressed by the creativity and impact of your work.

Given my passion for environmental sustainability and my professional background in creating visually compelling content, I am reaching out to explore potential collaboration opportunities with Innovative Designs Co. I specialize in creating engaging digital content that not only resonates with the target audience but also amplifies the message of sustainability and innovation.

I believe my expertise in graphic design and my commitment to sustainability can contribute significantly to your future projects, aligning with Innovative Designs Co.'s

mission to inspire change through creative solutions. I am particularly interested in working on campaigns that promote eco-friendly practices and raise awareness about environmental issues.

Enclosed with this letter is my portfolio, which showcases a selection of my work in brand development and digital marketing campaigns focused on sustainability. I am eager to discuss how my skills and experiences can complement your team's efforts in making a meaningful impact through design.

I would be grateful for the opportunity to meet with you and discuss potential collaboration in more detail. Please let me know your availability for a meeting or a call at your convenience. I can be reached at 555-678-9100 or via email at [jessica.lee@email.com](mailto:jessica.lee@email.com).

Thank you for considering my proposal. I admire the work that Innovative Designs Co. is doing in the realm of sustainable design, and I am excited about the possibility of contributing to your innovative projects.

**Warm regards,**

**Jessica Lee**