[John Doe]

[123, Lorem Ipsum Street, Sample address]

[john@example.com]

Dear [Mr. Client Name],

I came across the freelance opportunity you have posted and am excited to apply for the same.

I understand that you need [describe what the client needs], and I can help you provide the [explain that you can give the solution]. I am highly skilled in [area of expertise] and confident I can provide the high-quality results you seek.

Earlier, I have done work that is similar to your requirement. I hope you review it [give link or direction to view your best work].

I have a strong work ethic, honesty, and integrity, and I earned a reputation as a trustworthy freelancer. I am committed to maintaining this reputation and being dependable always.

As an independent worker, I am highly self-motivated and can achieve my goals. My experience working as a freelancer has honed my ability to work autonomously and deliver high-quality results. With excellent communication skills, I am good at conveying complex information.

I thank you for considering my application for the opportunity. I have enclosed my resume for your perusal.

Sincerely,

[Your Name]