Sample Professional Email for Freelance Graphic Designer

Hi [Client’s name],

I saw your job opening while browsing [name of the website], are you still looking for a graphic designer to create your business logo?

I’ve been doing graphic design work for [number] years now and I also have experience working at an advertising agency as a lead designer as well. Just recently I designed a new logo for [name of the company]. You can see it at [link to website].

Have a look at some of my previous designs on my portfolio at [link to your portfolio].

I read through your job description and the business website and I already have a few good ideas for the logo design. If you could send in more details and the requirements I’d be happy to send over a few sketches of the design.

Kind regards,

[Your email signature]