Hi <client name>,

Thanks for inviting me to submit a proposal.

You’re looking for a graphic designer for your advertising and marketing materials and this is exactly what I specialise in. Talk about a perfect match!

I’ll keep this short and we can go into more details when we chat.

Before anything else, I know you’re probably curious to see my work. Please have a look at my Upwork portfolio: {link} or alternatively, you can also view samples of my work on my website: {link}

As you can see from my samples, I enjoy working with clients that take good design seriously. I took the time to check out your website and you certainly fit the bill. Before we start working together, I will review your existing design assets, discuss software specifications and interview you about your visual brand. (What can I say, I like to get to know my clients!) I will also explain my process, my design personality and creation timelines.

Finally, to answer your question about software, I work on a Mac with version CC 2015 Adobe software.

I’d love to chat with you over Skype to see if we’re a good fit for each other. I am available the next two days (Tuesday and Wednesday) between 12pm - 4pm (GMT-7:00 time zone). My skype name is: {skype name}

I look forward to our chat. Have a great day!

Thanks

{your name}