

Your address here

(align text right)

Mr. Steven Morgan

Art Director

Roger la Borde

87 Kingsgate Road

London

10th July, 2015

Dear Mr. Morgan,

Allow me to introduce myself – I am a BA (Hons) Illustration student studying at Swansea College of Art, about to commence my final year. As part of my major project I am required to work with an external client. I would very much like that client to be Roger La Borde, as I greatly admire the work you publish and the illustrators you commission. Your designs are always unique and appear to set trends, rather than follow them. I realise you have a very busy work schedule but can assure you that this will not entail too much commitment on your part, perhaps only three or four emails.

The main area of interest for my future career is the gift and greeting card industry and this is the focus of my major project. I have visited both the Spring Fair and Pulse and constantly research this field visiting websites and retail outlets.

I would like to design a range of greeting cards and related gift products for your company. This could be in response to a live brief/commission from you, or a self-directed project where you would just provide feedback via email at a few key stages of the work.

Thank you for taking the time to read this, it would be wonderful to hear that you can spare some time to help me.

Yours sincerely,

Your signature

Your name (e.g. Delyth Lloyd-Evans)