

Freelance Workload Outline

Date: [Insert Date]

To: [Client's Name]

From: [Your Name]

Subject: Workload Outline for [Project Name]

Project Overview

[Brief description of the project objectives and goals.]

Scope of Work

- [Task 1]
- [Task 2]
- [Task 3]
- [Additional tasks as necessary]

Timeline

- [Milestone 1]: [Date]
- [Milestone 2]: [Date]
- [Milestone 3]: [Date]

Deliverables

[List of deliverables expected from the project.]

Payment Terms

[Outline the payment structure, including milestones or hourly rates.]

Contact Information

If you have any questions, please feel free to reach out.

Email: [Your Email]

Phone: [Your Phone Number]

Conclusion

Thank you for the opportunity to work on this project. I look forward to your approval of this workload outline.

Sincerely,
[Your Name]