

Freelance Engagement Wrap-Up

Date: [Insert Date]

Client Name: [Insert Client Name]

Client Address: [Insert Client Address]

Dear [Client Name],

I hope this message finds you well. As we conclude our recent engagement, I wanted to take a moment to wrap up our work together and express my gratitude for the opportunity to collaborate with you.

Project Overview

During our time working together, we successfully completed the following:

- [Insert Key Deliverable 1]
- [Insert Key Deliverable 2]
- [Insert Key Deliverable 3]

Final Deliverables

The final deliverables have been sent to you on [Insert Date]. Please let me know if you have any questions or need further clarification on the content.

Next Steps

If you require further assistance or would like to explore future projects, please do not hesitate to reach out. I would be more than happy to discuss potential collaboration opportunities.

Thank you once again for your trust and partnership. I look forward to the possibility of working together again in the future.

Best regards,

[Your Name]

[Your Contact Information]