

Engagement Letter

Date: [Insert Date]

Client Name: [Client's Name]

Client Address: [Client's Address]

Dear [Client's Name],

I am pleased to confirm my engagement as a freelance writer for your social media content needs. Below are the details of our agreement:

Scope of Work

I will provide the following services:

- Creation of engaging social media posts
- Research and content development
- Editing and proofreading

Project Timeline

The project will commence on [Start Date] and is expected to be completed by [End Date].

Compensation

The total fee for the aforementioned services will be [Fee Amount], payable by [Payment Terms].

Confidentiality

All information exchanged during this engagement will remain confidential.

Acceptance

Please indicate your acceptance of this agreement by signing below.

Thank you for the opportunity to work together. I look forward to contributing to your social media success.

Sincerely,

[Your Name]

[Your Contact Information]

Acceptance Signature

[Client's Name]

Date: _____