

# Freelance Project Proposal for Virtual Assistance

**Date:** [Insert Date]

**Client Name:** [Insert Client Name]

**Client Address:** [Insert Client Address]

Dear [Client Name],

I am writing to propose my services as a virtual assistant to support you with [briefly describe the tasks, e.g., administrative tasks, scheduling, email management]. With [number] years of experience in [relevant skills or industry], I am confident in my ability to provide efficient and reliable assistance tailored to your needs.

## Scope of Services

- [Service 1]
- [Service 2]
- [Service 3]
- [Any additional services]

## Project Timeline

The project is expected to begin on [start date] and will continue until [end date or project duration]. Regular updates will be provided to ensure you are always informed of the progress.

## Fees and Payment

My proposed rate is [insert rate] per [hour/project]. Invoicing will occur [weekly/monthly/upon project completion], and payment can be made via [insert payment methods].

I am excited about the opportunity to work together and contribute to your success. Please feel free to reach out if you have any questions or need further clarifications.

Thank you for considering my proposal. I look forward to your response.

Sincerely,

[Your Name]

[Your Contact Information]