

# Freelance Service Offer

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email]

[Phone Number]

Date: [Insert Date]

[Client's Name]

[Client's Company]

[Client's Address]

[City, State, Zip Code]

## Subject: Freelance Service Proposal

Dear [Client's Name],

I hope this message finds you well. My name is [Your Name], and I am a freelance [Your Profession, e.g., graphic designer, web developer, content writer]. I am reaching out to offer my services to assist you with [specific project or service related to client's needs].

With [number] years of experience in [your field], I have developed a strong skill set that includes [mention relevant skills or expertise]. Some of my recent projects include [briefly highlight notable projects or clients].

I believe that my skills will be a great match for your needs, and I am eager to assist you with [details of the service you provide]. My proposed fee for this service is [insert price/rate] and I estimate that the project would take [insert time frame].

If you are interested, I would love to schedule a call to discuss this further and answer any questions you might have. Thank you for considering my proposal.

Looking forward to your response.

Sincerely,

[Your Name]