

Welcome to the Team!

Dear [Client's Name],

Thank you for choosing me for your content writing project. I am excited to collaborate with you and help bring your vision to life. This letter outlines the onboarding process and provides important details about our collaboration.

Project Overview

Project Title: [Project Title]

Project Description: [Brief description of the project]

Expected Completion Date: [Date]

Scope of Work

1. Research and topic ideation
2. Content creation (articles, blog posts, etc.)
3. Editing and proofreading
4. Revisions as needed

Communication

We will use [communication tool] for regular updates and discussions. Please feel free to share any insights or feedback throughout the process.

Payment Terms

The total fee for the project is [amount]. A [percentage]% deposit is required before we begin, with the balance due upon completion.

Next Steps

Please confirm the details above, and I will send over a contract for us to sign. Once we have that in place, we can schedule our kick-off meeting to discuss the project in detail.

Looking forward to a successful collaboration!

Best regards,

[Your Name]

[Your Contact Information]