

Project Onboarding Letter

Date: [Insert Date]

Dear [Client's Name],

Thank you for selecting me for your graphic design project. I am excited to begin our collaboration! Below are the details to ensure a smooth onboarding process:

Project Overview

Project Title: [Project Title]

Project Description: [Brief Description of the Project]

Timeline

Start Date: [Start Date]

Estimated Completion Date: [Completion Date]

Communication

Please feel free to reach out via email at [Your Email Address] or through [Preferred Communication Tool] for any questions or updates.

Next Steps

1. Review and sign the attached contract.
2. Provide any necessary materials or inspiration for the project.
3. Schedule a kickoff call to discuss project details.

I look forward to working together on creating something amazing. Please let me know if there's anything specific you would like to address during our initial call.

Best regards,

[Your Name]

[Your Contact Information]

[Your Website or Portfolio Link]