

Freelance Service Agreement Resolution

Date: [Insert Date]

Client Name: [Insert Client Name]

Client Address: [Insert Client Address]

Freelancer Name: [Insert Freelancer Name]

Freelancer Address: [Insert Freelancer Address]

Subject: Resolution of Freelance Service Agreement

Dear [Client Name],

I hope this message finds you well. This letter serves as a formal resolution regarding our Freelance Service Agreement dated [Insert Agreement Date]. After careful consideration and discussion, we have reached the following terms:

- **Scope of Work:** [Outline the agreed-upon deliverables and services]
- **Project Timeline:** [Insert start and end dates]
- **Payment Terms:** [Detail payment amount and schedule]
- **Termination Clause:** [State conditions under which the agreement may be terminated]

Please review the above terms and confirm your agreement by signing below. Your prompt response will enable us to commence work without delay.

Acceptance

By signing below, both parties agree to the terms outlined in this resolution.

[Client Name] | Client

Date: _____

[Freelancer Name] | Freelancer

Date: _____

Thank you for your cooperation. I look forward to working together.

Sincerely,

[Your Name]

[Your Contact Information]