

Client Collaboration Kickoff

Date: [Insert Date]

Dear [Freelancer's Name],

I hope this message finds you well. We are excited to begin our collaboration on the [Project Name] project. This letter serves to officially kickoff our partnership and outline the plan moving forward.

Project Overview

We are looking forward to [brief description of the project goals and objectives].

Timeline

The project is scheduled to commence on [Start Date] and is expected to conclude by [End Date]. Key milestones include:

- [Milestone 1] - Due by [Date]
- [Milestone 2] - Due by [Date]
- [Milestone 3] - Due by [Date]

Communication

Regular updates will be communicated via [preferred communication method, e.g., email, Slack]. We will schedule bi-weekly check-ins to discuss progress and address any concerns.

Next Steps

Please confirm your availability to start on [Start Date] and let us know if you have any preliminary questions. We look forward to a successful collaboration!

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]