

Client Onboarding Confirmation

Date: [Insert Date]

Dear [Client's Name],

Thank you for choosing to work with me on [Project Name]. I am excited to confirm your onboarding and outline the next steps in our collaboration.

Project Details:

- **Project Name:** [Project Name]
- **Start Date:** [Start Date]
- **Estimated Completion Date:** [Estimated Completion Date]

Next Steps:

1. Please review and sign the attached contract.
2. Once signed, provide any necessary materials or information needed to start the project.
3. Schedule our kickoff meeting when convenient for you.

If you have any questions or need further clarification, feel free to reach out. I look forward to our collaboration!

Best Regards,

[Your Name]

[Your Contact Information]

[Your Website/Portfolio]