

# Freelance Appointment Confirmation

Date: **[Insert Date]**

Dear **[Client's Name]**,

Thank you for choosing me as your virtual assistant. I am pleased to confirm our engagement details as follows:

## Engagement Details:

- **Scope of Work:** [Brief description of tasks]
- **Start Date:** [Insert Start Date]
- **Hours per Week:** [Insert Hours]
- **Hourly Rate:** [Insert Rate]

I look forward to working together and helping you achieve your goals. Please feel free to reach out if you have any questions or additional requirements.

Best regards,

[Your Name]

[Your Contact Information]

[Your Website or Portfolio Link]