

Freelance Appointment Confirmation

Dear [Client's Name],

Thank you for choosing my writing services. This letter is to confirm our appointment scheduled for [Date] at [Time].

We will be discussing the details of your project, including:

- Project overview
- Deadlines
- Payment terms
- Any specific requirements

Please feel free to reach out if you have any questions prior to our meeting.

Looking forward to collaborating with you!

Best regards,

[Your Name]

[Your Contact Information]

[Your Website/Portfolio link]