

Freelance Service Proposal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To:

[Client's Name]

[Client's Company]

[Client's Address]

[City, State, Zip Code]

Subject: Proposal for Consulting Services

Dear [Client's Name],

I am writing to propose my consulting services to assist [Client's Company] in [briefly explain the specific need or project]. With my extensive experience in [your area of expertise], I am confident that I can provide valuable insights and solutions tailored to your requirements.

Scope of Services:

- [Service 1]
- [Service 2]
- [Service 3]

Timeline:

The project timeline is estimated to be [insert timeframe], starting on [start date] and concluding on [end date].

Fees:

The total fee for my services will be [insert amount], with payment terms as follows: [insert payment structure].

I am eager to work with you and contribute to the success of [Client's Company]. Please feel free to contact me at your earliest convenience to discuss this proposal further.

Thank you for considering my proposal. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Title/Company, if applicable]