

Freelance Service Proposal for Virtual Assistance

Date: [Insert Date]

Client Name: [Insert Client Name]

Client Address: [Insert Client Address]

Dear [Client Name],

I hope this message finds you well. My name is [Your Name], and I am a professional virtual assistant with [insert years of experience] years of experience in providing comprehensive administrative support to individuals and businesses.

I am writing to propose my virtual assistance services to help streamline your operations and enhance productivity. Below is a summary of the services I offer:

- Email management
- Calendar scheduling and appointment management
- Data entry and management
- Social media management
- Research and report generation
- Customer support

My approach is to understand your unique needs and customize my services accordingly. I am dedicated to ensuring that my clients achieve their business goals efficiently.

The proposed rate for my services is [insert your rate] per [hour/project]. I am flexible with my work hours and can adjust to fit your schedule.

I would love the opportunity to discuss how I can support you further. Please let me know a convenient time for you to have a conversation.

Thank you for considering my proposal. I look forward to the possibility of working together.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Website/Portfolio, if applicable]