

Freelance Engagement Letter

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Client's Name]
[Client's Company]
[Client's Address]
[City, State, Zip Code]

Subject: Engagement Letter for Freelance Services

Dear [Client's Name],

Thank you for considering me for your [specific services or project description]. This letter outlines my terms of engagement and our mutual understanding regarding the services to be provided.

Scope of Work

I will provide the following services: [Detail the services to be provided].

Timeline

The project will commence on [start date] and is expected to be completed by [end date].

Payment Terms

The total fee for the services rendered will be [amount] payable [payment schedule, e.g., upfront, upon completion, etc.].

Confidentiality

I agree to maintain the confidentiality of any proprietary information shared during this engagement.

Acceptance

If you agree with the terms outlined in this letter, please sign and return a copy to me.

Thank you for the opportunity to work together. I look forward to your response.

Sincerely,

[Your Name]

[Your Title, if applicable]

Accepted by: [Client's Name]

Date: _____