

Freelance Project Scope Agreement

Date: [Insert Date]

To,

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Subject: Project Scope Agreement

Dear [Client's Name],

This letter serves as a formal agreement outlining the scope of the freelance project we will be working on together. Please find the details below:

Project Overview

Project Title: [Project Title]

Description: [Brief Description of the Project]

Scope of Work

The following deliverables will be provided:

- [Deliverable 1]
- [Deliverable 2]
- [Deliverable 3]

Timeline

Start Date: [Start Date]

Completion Date: [Completion Date]

Payment Terms

Total Fee: [Total Fee]

Payment Schedule: [Payment Schedule]

Additional Terms

[Any additional terms or conditions]

Please sign below to indicate your acceptance of this agreement:

[Client's Name] - Client

[Your Name] - Freelancer

Thank you for your trust in me. I look forward to working on this project!

Best regards,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]