

Freelance Job Schedule

Dear [Client's Name],

I hope this message finds you well. I am writing to confirm the schedule for the freelance project we discussed. Below is an outline of the tasks and the corresponding deadlines:

Project Schedule

- **Task 1:** [Task Description] - Due by [Due Date]
- **Task 2:** [Task Description] - Due by [Due Date]
- **Task 3:** [Task Description] - Due by [Due Date]

Please let me know if you have any questions or if there are any adjustments needed in the schedule. I look forward to working together and ensuring a successful project.

Best regards,

[Your Name]

[Your Contact Information]

[Your Website or Portfolio Link]