

# Freelance Offering Summary

Date: [Insert Date]

Client Name: [Insert Client Name]

Client Address: [Insert Client Address]

Dear [Client Name],

I am writing to summarize my freelance offering and how I can assist you with your upcoming project. As a [Your Profession, e.g., Graphic Designer, Writer, Developer], I specialize in [specific skills or services], and I am excited about the opportunity to collaborate.

## Services Offered

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

## Project Approach

I intend to approach the project by [briefly describe your approach or methodology]. This will ensure that we achieve the desired outcomes efficiently and effectively.

## Timeline

The estimated timeline for the project is [insert timeline], with milestones at [insert milestones].

## Pricing

The total cost for the services will be [insert pricing details]. Please let me know if you have a budget in mind, and I would be happy to discuss it.

I look forward to the possibility of working together and bringing your vision to life. Please feel free to reach out if you have any questions or require further information.

Thank you for considering my freelance services.

Sincerely,

[Your Name]

[Your Contact Information]