

Client Categorization Letter

Date: [Insert Date]

Dear [Client's Name],

I hope this message finds you well. As part of my efforts to streamline communication and prioritize my freelance projects, I have begun categorizing my clients based on the nature and scope of the work we are engaged in.

Below are the categories I have established:

- **High Priority:** Ongoing projects with tight deadlines
- **Medium Priority:** Projects with flexible timelines or less complexity
- **Low Priority:** Potential projects or inquiries pending confirmation

Based on our current collaboration, I have categorized your account as **[insert category]**. This designation will assist me in managing my workload effectively and ensuring that I meet your expectations promptly.

If you have any questions or would like to discuss this further, please don't hesitate to reach out. Thank you for your understanding and continued partnership.

Sincerely,

[Your Name]

[Your Contact Information]