

Freelance Engagement Letter

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

I hope this message finds you well. I am writing to formally confirm our engagement for the [specific project or service] that is due on [deadline date]. Given the time-sensitive nature of this project, I wanted to outline the terms and expectations for our collaboration.

Scope of Work

The services to be provided include:

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

Timeline

All deliverables will be completed by [final deadline]. Regular updates will be provided on a [weekly/bi-weekly] basis.

Compensation

The total fee for this engagement will be [insert fee] payable upon completion, or [insert other payment terms].

Acceptance

Please signify your acceptance of this engagement by signing below and returning this letter by [return deadline]. If you have any questions or need further clarification, feel free to reach out.

Sincerely,

[Your Name]

[Your Contact Information]

Acceptance of Engagement

I, [Client's Name], accept the terms outlined in this letter.

_____ [Signature]

Date: _____