

Freelance Recruitment Proposal for Project Management Support

Date: [Insert Date]

To: [Client's Name]

[Client's Company Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

I am writing to propose my services as a freelance project management support consultant for [specific project or company name]. With [number] years of experience in project management, I am confident in my ability to help achieve your project goals efficiently and effectively.

Scope of Services

- Project Planning and Scheduling
- Resource Allocation and Management
- Risk Assessment and Mitigation
- Stakeholder Communication
- Progress Monitoring and Reporting

Proposed Timeline

The project is estimated to take [insert duration]. A detailed timeline will be provided upon approval.

Budget

The proposed budget for my services is [insert amount], which includes [briefly outline what the budget covers].

I am excited about the possibility of collaborating with you and contributing to the success of your project. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any questions or further discussions.

Thank you for considering my proposal. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Your Website (if applicable)]