

# Freelance Assignment Kickoff

Date: [Insert Date]

Dear [Client's Name],

I hope this message finds you well. I am excited to officially kick off our freelance project, [Project Name]. Here are the key details and next steps:

## Project Overview:

[Brief description of the project and objectives]

## Timeline:

Start Date: [Insert Start Date]

Expected Completion Date: [Insert Completion Date]

## Deliverables:

- [List Deliverable 1]
- [List Deliverable 2]
- [List Deliverable 3]

## Communication:

We will have weekly check-ins every [Day] at [Time]. Please let me know if you prefer a different schedule.

## Payment Terms:

[Briefly outline payment terms]

Thank you for the opportunity to work together. I am looking forward to bringing this project to life. If you have any questions or need further information, please feel free to reach out.

Best regards,

[Your Name]

[Your Contact Information]

[Your Website/Portfolio, if applicable]