

Freelance Engagement Letter

Date: [Insert Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

We are pleased to inform you that we are ready to engage in the freelance project titled "[Project Title]" as discussed. Below are the terms and conditions of our engagement:

Scope of Work

[Describe the work to be done]

Timeline

The project is expected to commence on [Start Date] and be completed by [End Date].

Compensation

The agreed-upon fee for the project is [Total Amount]. Payment terms are as follows: [Payment Terms].

Confidentiality

Both parties agree to keep all project-related information confidential.

Acceptance

If you agree with the terms outlined above, please sign and return a copy of this letter.

Thank you for the opportunity to work with you!

Sincerely,

[Your Name]

[Your Business Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Client Name]

Date: _____