

Project Commencement Letter

Date: [Insert Date]

Client Name: [Client's Name]

Client Address: [Client's Address]

Dear [Client's Name],

I am writing to confirm the commencement of our freelance project titled "[Project Name]". As discussed, we will begin work on [Start Date] and aim to complete the project by [End Date].

Project Details:

- Project Scope: [Brief Description]
- Key Deliverables: [List of Deliverables]
- Payment Terms: [Payment Schedule]

Please let me know if there are any further details or changes you would like to address before we start. I am looking forward to collaborating with you and making this project a success.

Best regards,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]