

# Project Initiation Letter

**From:** [Your Name]

**Date:** [Date]

**To:** [Client's Name]

**Company:** [Client's Company Name]

**Address:** [Client's Address]

Dear [Client's Name],

I am excited to officially initiate our freelance project, [Project Name], as we discussed. I have outlined the key components of the project below:

## Project Overview

[Brief description of the project and objectives]

## Scope of Work

[Detailed description of tasks and deliverables]

## Timeline

[Proposed start date] to [Proposed end date]

## Payment Terms

[Details about payment structure and terms]

Once you confirm your agreement with the outlined details, I will prepare a formal contract for us to sign. Thank you for the opportunity to work together, and I look forward to delivering exceptional results.

Best regards,

[Your Name]

[Your Contact Information]

[Your Website or Portfolio]