

Project Start-Up Letter

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

Dear [Client's Name],

Thank you for choosing me for your freelance project, [Project Name]. I am excited to start this journey with you. Below are the details of our agreed-upon terms:

Project Overview

[Brief description of the project and its objectives.]

Scope of Work

[Detailed description of the tasks to be completed.]

Timeline

[Estimated start and completion dates.]

Payment Terms

[Details regarding payment amounts, schedules, and methods.]

Contact Information

You can reach me at [Your Phone Number] or [Your Email Address].

I look forward to collaborating with you on this project. Please confirm that you accept these terms to kick off the project.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Website or Portfolio Link]