

# Freelance Task Initiation

Date: [Insert Date]

Client Name: [Insert Client Name]

Client Address: [Insert Client Address]

Dear [Client Name],

Thank you for choosing my services for your project. I am excited to start working on [brief description of the project]. Below, I have outlined the key details to ensure we are aligned:

## Project Overview

[Provide a brief overview of the project.]

## Timeline

Start Date: [Insert Start Date]

Delivery Date: [Insert Delivery Date]

## Payment Terms

[Insert details about payment terms, including rates and any deposit required.]

## Next Steps

To move forward, please confirm your acceptance of this initiation letter and the proposed terms. Once confirmed, I will begin the project as outlined.

Thank you for this opportunity. I look forward to your response.

Sincerely,

[Your Name]

[Your Contact Information]