

Freelance Capacity Planning for Budget Estimation

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

I hope this message finds you well. I am writing to provide you with an outline of the capacity planning for the upcoming project, which will assist in the budget estimation for my freelance services.

Project Overview

[Brief description of the project]

Capacity Planning Details

- Estimated Hours: [Insert Estimated Hours]
- Hourly Rate: [Insert Hourly Rate]
- Total Estimated Budget: [Calculated Total]
- Timeline: [Insert Estimated Timeline]

Factors Considered

[Briefly list the factors considered in capacity planning]

If you have any questions or require further adjustments to the plan, please feel free to reach out. I am looking forward to collaborating with you on this project.

Thank you for considering my services.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]