

Capacity Planning Proposal

Date: [Insert Date]

To: [Client's Name]

From: [Your Name]

Subject: Freelance Capacity Planning for [Project Name]

Dear [Client's Name],

I hope this message finds you well. I am writing to propose a capacity planning strategy for the [Project Name] that aligns with the project requirements and timelines.

Project Overview

[Brief description of the project and its objectives.]

Capacity Requirements

Based on the project scope, the following resources will be needed:

- [Resource 1: Description]
- [Resource 2: Description]
- [Resource 3: Description]

Proposed Timeline

The estimated timeline for the project is as follows:

- Phase 1: [Start Date - End Date]
- Phase 2: [Start Date - End Date]
- Phase 3: [Start Date - End Date]

Budget Overview

The estimated budget for resources is as follows:

- [Resource 1: Cost]
- [Resource 2: Cost]
- [Resource 3: Cost]

I am confident that with the right planning and resources, we can ensure the success of the [Project Name]. I look forward to discussing this proposal further and answering any questions you may have.

Thank you for considering this capacity planning proposal.

Best regards,

[Your Name]

[Your Contact Information]