

Freelance Capacity Planning for Skill Inventory

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. As a freelance professional specializing in [Your Specialty], I am reaching out to discuss the current capacity planning for our skill inventory.

In light of our upcoming projects, I would like to present an overview of my skills and availability:

- **Skill 1:** [Brief description of skill and proficiency level]
- **Skill 2:** [Brief description of skill and proficiency level]
- **Skill 3:** [Brief description of skill and proficiency level]
- **Availability:** [Detail your available hours/days]

Understanding our collective capacity is vital for seamless project execution. I am looking forward to collaborating on how we can leverage our skills effectively.

Thank you for your consideration. I am eager to discuss this further at your earliest convenience.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]

[Your Website or Portfolio Link]