

# Freelance Capacity Planning Letter

Date: [Insert Date]

Client Name: [Insert Client Name]

Client Address: [Insert Client Address]

Dear [Client Name],

I hope this message finds you well. I am writing to provide an overview of my capacity planning for the upcoming project, which will aid in effective timeline management.

## Project Overview

[Brief description of the project and objectives]

## Capacity Planning

Based on my current workload and availability, I have assessed my capacity as follows:

- Total Hours Available per Week: [Insert Hours]
- Hours Allocated to Existing Projects: [Insert Hours]
- Remaining Hours Available: [Insert Hours]

## Timeline Management

I propose the following timeline for the project:

- Initial Consultation: [Insert Date]
- Project Milestones: [Insert Dates]
- Final Review: [Insert Date]

Please let me know if there are any adjustments or additional considerations you would like to discuss. I am looking forward to collaborating with you on this project.

Best regards,

[Your Name]

[Your Contact Information]