

# Freelance Capacity Planning for Workload Assessment

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. As we embark on the upcoming project, I would like to outline my capacity for workload assessment to ensure a smooth workflow and timely delivery. Based on the details discussed, I have evaluated my current commitments and available bandwidth.

## Current Workload Overview

- Project A: [Estimated Hours per Week]
- Project B: [Estimated Hours per Week]
- Project C: [Estimated Hours per Week]

## Available Capacity

Considering my current projects, I can dedicate approximately [Number of Hours] hours weekly to your project.

## Proposed Work Plan

I propose the following schedule to meet the project deadlines:

- Week 1: [Milestones/Tasks]
- Week 2: [Milestones/Tasks]
- Week 3: [Milestones/Tasks]

## Conclusion

I believe that with careful planning, we can achieve excellent results. Please let me know if you have any adjustments or further information you would like to discuss.

Thank you for considering my proposal. I look forward to your feedback.

Sincerely,

[Your Name]

[Your Contact Information]