

# Freelance Work Success Metrics Report

Date: [Insert Date]

To: [Client's Name]

From: [Your Name]

## Project Overview

Project Title: [Insert Project Title]

Project Duration: [Start Date] to [End Date]

## Success Metrics

- **Deliverables Completed:** [Number]
- **Client Feedback Score:** [Score out of 10]
- **Project Milestones Achieved:** [Number]
- **On-time Delivery Rate:** [Percentage]
- **Budget Adherence:** [Percentage]

## Highlights

[Insert any notable achievements or successful outcomes from the project]

## Areas for Improvement

[Insert any areas that could be improved upon in future projects]

## Next Steps

[Insert any follow-up actions or future project opportunities]

Thank you for the opportunity to work on this project. I look forward to your feedback.

Sincerely,

[Your Name]

[Your Contact Information]