

Letter Template for Website Copy Editing Service

Date: [Insert Date]

Dear [Client's Name],

Thank you for choosing our website copy editing service. We appreciate the opportunity to assist you in refining your website content to engage your audience effectively and enhance your online presence.

As per our agreement, we will review and edit the following sections of your website:

- Home Page
- About Us
- Services
- Blog Posts

Our editing process will include:

1. Grammar and Spelling Corrections
2. Improving Readability and Clarity
3. Ensuring Consistency in Tone and Style
4. Optimizing for SEO

We anticipate completing the initial edits by [Insert Completion Date]. Should you have any specific requests or additional information to provide during the editing process, please feel free to reach out at any time.

Thank you again for trusting us with your website content. We look forward to delivering exceptional results that meet your expectations.

Sincerely,

[Your Name]

[Your Position]

[Your Business Name]

[Your Contact Information]