

Date: [Insert Date]

[Client's Name]

[Client's Company]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

I hope this message finds you well. I am writing to discuss the terms of our potential freelance partnership regarding the digital marketing services I will be providing for [Client's Company].

As we previously discussed, the scope of work includes:

- Social Media Management
- Content Creation and Marketing
- Search Engine Optimization (SEO)
- Email Marketing Campaigns

I believe we can agree on a compensation of [Insert Rate] per month, which reflects the value and expertise I bring to your projects. Additionally, I propose a contract duration of [Insert Duration], with a review period every [Insert Review Period] to assess progress and make any necessary adjustments.

Furthermore, to ensure a smooth workflow, I suggest establishing regular check-in meetings, either weekly or bi-weekly, based on your preference.

Please let me know your thoughts on the proposed terms. I am open to further discussion and modifications to reach an agreement that works for both parties.

Thank you for considering my proposal, and I look forward to the possibility of collaborating with you.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Website or Portfolio Link]