

Inquiry for Freelance Writing Services

Date: [Insert Date]

Dear [Freelancer's Name],

I hope this message finds you well. My name is [Your Name], and I am currently seeking freelance writing services for [brief description of the project, e.g., blog articles, website content, etc.].

After reviewing your portfolio, I am impressed by your writing style and the topics you have covered. I believe your skills could be a great fit for my project.

Could you please provide me with the following information:

- Your availability for new projects.
- Your rates and payment terms.
- Estimated timelines for project completion.
- Any specific areas of expertise you have.

I look forward to your response and hope we can discuss this opportunity further.

Thank you for your time.

Sincerely,

[Your Name]

[Your Contact Information]