

Freelance Job Proposal

Date: [Insert Date]

Client Name: [Insert Client's Name]

Client Company: [Insert Client's Company]

Client Address: [Insert Client's Address]

Dear [Client's Name],

I am writing to propose my services as a virtual assistant, specializing in [specific services you offer]. I believe my skills and experience make me a great fit for your needs.

About Me

I have over [X years] of experience in virtual assistance, providing support in areas such as:

- Administrative Tasks
- Email Management
- Data Entry
- Social Media Management
- Calendar Management

Proposed Services

Based on your job description, I propose the following services:

1. [Service 1]
2. [Service 2]
3. [Service 3]

Rates and Availability

My hourly rate is [Insert Rate] and I am available [Insert Availability].

Conclusion

I would love the opportunity to discuss this proposal further and answer any questions you may have. Thank you for considering my application.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]

[Your Website or LinkedIn Profile]