

# Freelance Service Confirmation

Date: [Insert Date]

From:

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To:

[Client's Name]

[Client's Company Name]

[Client's Address]

[City, State, Zip Code]

## **Subject: Confirmation of Freelance Services**

Dear [Client's Name],

Thank you for choosing my services. I am writing to confirm our agreement regarding the [specific service or project details] that we discussed on [date of discussion].

Here are the details of the agreed-upon services:

- Service Description: [Description of Service]
- Project Timeline: [Start Date to End Date]
- Payment Terms: [Payment Details]
- Additional Notes: [Any other relevant information]

Please acknowledge your acceptance of this confirmation by signing and returning this letter. Should you have any questions or further requirements, feel free to reach out to me.

Thank you for your trust in my freelance services. I look forward to working with you.

Sincerely,

[Your Name]

[Your Title/Position]

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[Client's Name] (Signature)

Date: \_\_\_\_\_