

# Freelance Work Arrangement

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

Client Name: \_\_\_\_\_

Client Address: \_\_\_\_\_

Dear [Client's Name],

Thank you for considering me for your freelance project. This letter outlines the arrangement for the work we will be undertaking together.

## Project Description

[Briefly describe the project, including objectives and deliverables.]

## Scope of Work

[Detail the specific tasks and responsibilities associated with the project.]

## Timeline

[Outline the project timeline, including start date, major milestones, and completion date.]

## Payment Terms

[Include payment rate, payment schedule, and any other financial details.]

## Confidentiality

[If applicable, mention any confidentiality clauses or agreements.]

Please review and confirm your agreement to this arrangement by signing below.

## Signature

\_\_\_\_\_  
[Client's Name]

[Date]

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[Your Name]

[Date]

Thank you, and I look forward to working together.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]