

Freelance Proposal Submission

Date: [Insert Date]

[Client's Name]

[Client's Position]

[Company Name]

[Company Address]

Dear [Client's Name],

I am writing to submit my proposal for the [Job Title or Project Name] position posted on [Job Board/Website]. With my background in [Your Area of Expertise], I am confident in my ability to deliver exceptional results for your project.

As a freelance [Your Profession], I have worked with various clients, including [Name some Clients or Industries, if applicable], and I possess the necessary skills in [List Relevant Skills]. My portfolio can be viewed at [Link to Portfolio].

For your project, I propose the following plan of action:

- Step 1: [Description]
- Step 2: [Description]
- Step 3: [Description]

I estimate that the project will take approximately [Timeframe] and will cost [Quote a Price]. I am happy to discuss this further to ensure alignment with your budget and expectations.

Thank you for considering my proposal. I am excited about the possibility of working together and am available for a discussion at your earliest convenience.

Sincerely,

[Your Name]

[Your Email]

[Your Phone Number]

[Your Website or LinkedIn Profile]