

Freelance Work Offer

Date: [Insert Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

Dear [Recipient's Name],

I am writing to formally offer my services as a freelancer for [specific project or job title]. Based on our previous discussions and your outlined needs, I believe my skills in [mention relevant skills] make me a suitable candidate for this role.

I propose the following terms for our collaboration:

- Scope of Work: [Provide details of the job or project]
- Timeline: [Specify the project duration]
- Fee: [State the payment terms and amount]
- Delivery Method: [Explain how the work will be delivered]

I am excited about the potential to contribute to [Recipient's Company] and help achieve your goals. Please let me know if you have any questions or if there are additional details we should discuss.

Thank you for considering my offer. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Contact Information]