

# Freelance Engagement Letter

Date: [Insert Date]

From: [Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

To: [Client Name]  
[Client Address]  
[City, State, Zip Code]

## **Subject: Engagement Letter for Freelance Services**

Dear [Client Name],

Thank you for considering me for your freelance project. This letter outlines the terms of our engagement:

### **Project Description**

[Brief description of the project]

### **Scope of Work**

[Detailed description of the scope of work]

### **Compensation**

[Detail your rates, payment terms, and any other compensation-related information]

### **Timeline**

[Outline the project timeline and deadlines]

### **Confidentiality**

[Include a confidentiality clause if necessary]

### **Termination**

[Outline the terms for termination of the agreement]

Please sign and return a copy of this letter to confirm your acceptance of the terms outlined above.

Sincerely,

[Your Name]  
[Your Title]

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[Client Name]  
[Date]