

# Freelance Service Inquiry

Dear [Freelancer's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position/Title] at [Your Company/Organization]. We are currently seeking a [specific service, e.g., graphic designer, content writer] for an upcoming project.

We were impressed by your portfolio and would like to inquire about your availability and rates for this project. The scope of the work includes:

- [Task 1]
- [Task 2]
- [Task 3]

We are looking to start the project by [start date] and would love to hear your insights and any relevant experiences you might have.

Please let us know if you are interested, along with your rates and availability. Thank you for considering our request, and I look forward to your response.

Best regards,

[Your Name]  
[Your Position/Title]  
[Your Company/Organization]  
[Your Contact Information]