

Freelance Scope Proposal

Date: [Insert Date]

To: [Client's Name]

From: [Your Name]

Subject: Proposal for [Project Name]

Project Overview

[Briefly describe the project and its objectives]

Scope of Work

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

Timeline

The project is expected to be completed by [Insert Date]. The proposed timeline is as follows:

- Phase 1: [Details and Dates]
- Phase 2: [Details and Dates]
- Phase 3: [Details and Dates]

Budget

The total cost for the project is [Insert Amount]. Breakdown of the costs is as follows:

- [Detail 1]
- [Detail 2]
- [Detail 3]

Terms and Conditions

[Include any relevant terms and conditions]

Conclusion

Thank you for considering my proposal. I look forward to the opportunity to work together on this project.

Sincerely,

[Your Name]

[Your Contact Information]