

Closing Statement

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Client's Name]

[Client's Company]

[Client's Address]

[Client's City, State, Zip Code]

Subject: Closing Statement for Freelance Writing Engagement

Dear [Client's Name],

I hope this message finds you well. As our freelance writing engagement comes to an end, I would like to take this opportunity to summarize the work completed and express my gratitude for the collaboration.

Throughout this engagement, I have successfully delivered the following:

- [List of completed tasks/projects]
- [List any additional contributions]

It has been a pleasure working with you and contributing to your projects. Thank you for your feedback and support throughout the process.

Please find attached the final invoices for the services rendered. I kindly request that these be settled at your earliest convenience.

Should you have any questions or require further assistance, please do not hesitate to reach out.

Thank you once again for the opportunity to work together. I wish you and your team continued success!

Warm regards,

[Your Name]