

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the offer for the freelance position of [Job Title] with [Company's Name] as discussed in our recent correspondence. I am excited about the opportunity to contribute my skills in [mention relevant skills or experiences] to your team.

As confirmed, my hourly rate will be [Insert Rate] and I am available to start on [Insert Start Date]. I look forward to collaborating with you and the team on [mention any specific projects or tasks].

Thank you once again for this opportunity. Please let me know if you require any further information or documentation to finalize this agreement.

Sincerely,

[Your Name]