

Engagement Confirmation Letter

Date: [Insert Date]

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

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

Dear [Client's Name],

I am pleased to confirm my engagement to provide freelance services as discussed. Below are the terms of our agreement:

- **Services Provided:** [List of services]
- **Project Duration:** [Start Date] to [End Date]
- **Compensation:** [Payment terms]
- **Payment Method:** [Payment method]

Please feel free to reach out if you have any questions or require further clarification. I look forward to collaborating with you on this project.

Best Regards,

[Your Name]