

Offer Letter Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an offer letter for the freelance project we discussed regarding [brief description of the project]. As we agreed upon in our recent conversation, I am excited about the opportunity to contribute my skills in [your skills/area of expertise].

To ensure all aspects are clearly outlined, I would appreciate it if you could include the scope of work, payment terms, and project timeline in the offer letter. This will help both parties have a clear understanding of the expectations and deliverables.

Thank you for considering my request. I look forward to receiving the offer letter and commencing this exciting project together.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]