

Production Role Acceptance Letter

Date: [Insert Date]

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

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

Dear [Client's Name],

I am writing to formally accept the freelance engagement for the production role on [Project Name]. I am excited about the opportunity to contribute my skills and expertise to your project.

As discussed, my role will include [briefly outline responsibilities]. The agreed-upon terms, including compensation and timeline, are as follows:

- Compensation: [Insert Compensation]
- Project Timeline: [Insert Timeline]
- Payment Terms: [Insert Payment Terms]

I look forward to collaborating with you and your team. Please let me know if there are any additional details or paperwork required prior to starting the project.

Thank you for this opportunity. I'm looking forward to a successful engagement.

Best regards,
[Your Name]