

Service Offering Proposal

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

[City, State, Zip]

Dear [Client's Name],

Thank you for considering my proposal for [project name or description]. As a freelance [your profession], I am excited to offer my services to help you achieve [specific goals or outcomes related to the client's project].

Scope of Services

My proposal includes the following services:

- [Service 1]
- [Service 2]
- [Service 3]

Project Timeline

The estimated timeline for this project is [insert timeline]. I am committed to maintaining clear communication throughout the process.

Pricing

The total cost for the services outlined above will be [insert price]. I am open to discussing payment terms that suit your needs.

Next Steps

If you are interested in moving forward, please feel free to reach out to discuss any questions or modifications. I look forward to the possibility of collaborating with you.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip]

[Your Email]

[Your Phone Number]