

Freelance Business Proposal for Virtual Assistance

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

I am writing to propose my services as a virtual assistant to support your business operations. With [X years] of experience in administrative tasks, I am confident that I can help streamline your workload and enhance productivity.

Scope of Services

- Email Management
- Calendar Scheduling
- Data Entry
- Social Media Management
- Customer Support

Proposed Rates

My hourly rate is \$[X] per hour, with packages available upon request.

Why Choose Me?

My commitment to excellence and dedication to helping clients achieve their goals make me a suitable candidate for your virtual assistance needs. I am adaptable, detail-oriented, and equipped with the necessary skills to support your business.

Next Steps

If you're interested in discussing this proposal further, please feel free to reach out via email at [Your Email] or by phone at [Your Phone Number]. I look forward to the opportunity to work together.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Website or LinkedIn Profile]