

Professional Freelance Agreement

Subject: Freelance Work Agreement - [Project Name]

Dear [Client's Name],

This letter outlines our agreement for the freelance project we discussed. I'm excited to work with you and want to ensure we're aligned on all project details.

Project Agreement:

- Project scope: [detailed description of work to be completed]
- Timeline: [start date, milestones, completion date]
- Payment terms: [total amount, payment schedule, method]
- Deliverables: [specific items to be provided]
- Revisions: [number of included revisions, additional costs]
- Copyright ownership: [who owns final work]
- Communication schedule: [how often we'll check in]
- Cancellation policy: [terms for ending project early]

I will provide regular updates on progress and welcome your feedback throughout the project.

Payment is expected within [number] days of invoice receipt.

I look forward to delivering excellent results for your project.

Professionally yours,

[Your Name]

Approved:

[Client's Name] _____ Date: _____

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