

Freelancer contract confirmation letter template

Subject: Confirmation of Work Contract

Dear [Client's Name],

I am writing to confirm the contract between myself and your organization dated [Contract Date].

The project titled "•[Project Name]" will commence on [Start Date] and is expected to be completed by [End Date].

All agreed terms, including payment milestones, scope of work, and deadlines, are outlined in the attached contract. Please review once more and confirm that all details match your expectations.

I am excited to begin working on this project and look forward to delivering high-quality results.

Best regards,

[Your Name]

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