

[Date]

[Client Name]

[Client Company Name]

[Client Address]

Subject: Project Offer for [Project Name]

Dear [Client Contact Name],

We are pleased to submit this offer to provide temporary professional services for the [Project Name] project. Based on our previous discussions, we have outlined the project scope and terms below:

1. Scope of Work:

[Detailed description of the tasks and deliverables to be completed.]

2. Project Duration:

The project is scheduled to begin on [Start Date] and is estimated to be completed by [End Date].

3. Compensation and Payment:

The total fee for this project is [Amount]. Payment shall be made according to the following schedule: [e.g., 50% upfront, 50% upon completion].

4. Terms and Conditions:

This project is a temporary engagement. Either party may terminate this agreement with [Number] days' written notice.

Please review this offer. If you accept these terms, please sign below and return a copy to us by [Deadline Date].

We look forward to working with you.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

Acceptance:

Signature: _____

Date: _____