

[Agency Name]  
[Agency Address]  
[Date]

[Client Contact Name]  
[Client Company Name]  
[Client Address]

**Subject: Confirmation of Freelancer Placement - [Freelancer Name]**

Dear [Client Contact Name],

This letter confirms the placement of [Freelancer Name] with [Client Company Name] for the upcoming project: [Project Name/Reference].

**Placement Details:**

- **Freelancer:** [Freelancer Full Name]
- **Role:** [Job Title/Specialization]
- **Start Date:** [Date]
- **Estimated End Date:** [Date/Ongoing]
- **Hourly/Project Rate:** [Rate Amount]

**Key Terms:**

The freelancer will report to [Manager Name] and will perform the duties outlined in the attached Statement of Work. All invoices will be issued by [Agency Name] on a [Weekly/Monthly] basis, with payment terms of [Number] days.

Please sign and return a copy of this letter to acknowledge the commencement of this placement under our standard Terms of Business.

We look forward to a successful collaboration.

Sincerely,

[Your Name]  
[Your Title]  
[Agency Name]

**Client Acknowledgment:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_