

[Date]

[Freelancer Name]
[Freelancer Address]
[City, State, Zip Code]

Subject: Confirmation of Freelance Placement - [Project Name]

Dear [Freelancer Name],

This letter serves as formal confirmation of your freelance placement with [Company/Agency Name] for the creative project titled "[Project Name]." We are excited to have your expertise contribute to this initiative.

Project Details:

- **Role:** [e.g., Graphic Designer / Copywriter / Video Editor]
- **Start Date:** [Date]
- **Estimated End Date:** [Date]
- **Project Manager/Lead:** [Name]

Scope of Work:

Your primary responsibilities will include [briefly list 2-3 key deliverables, e.g., creating 5 social media templates and a 30-second motion graphic].

Compensation and Payment:

The agreed-upon rate for this project is [Amount] per [Hour/Project]. Invoices should be submitted [Weekly/Bi-weekly/Monthly] to [Email Address] and will be paid within [Number] days of receipt.

Terms and Conditions:

This placement is subject to the terms outlined in the Freelance Agreement signed on [Date]. Please ensure all project files are uploaded to [Platform Name] by the designated deadlines.

Please acknowledge receipt of this confirmation by replying to this email or signing below.

We look forward to working with you.

Sincerely,

[Your Name]
[Your Title]
[Company Name]