

[Your Name/Agency Name]
[Your Address]
[Your Email]
[Date]

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

Subject: Project Placement Confirmation - [Project Name]

Dear [Client Name],

This letter serves as formal confirmation of your placement for the freelance project: **[Project Name]**. I am pleased to confirm that I have reserved the resources and timeline necessary to begin work on your requirements.

Project Details:

- **Start Date:** [Start Date]
- **Estimated Completion Date:** [End Date]
- **Key Deliverables:** [List main deliverables]
- **Agreed Rate/Fee:** [Amount/Currency]

Next Steps:

To finalize the commencement, please ensure that the [Deposit Payment/Signed Contract] is completed by [Date]. Once received, I will initiate the first phase of the project as outlined in our proposal.

I look forward to working with you and delivering high-quality results for [Client Company].

Sincerely,

[Your Signature]
[Your Printed Name]