

[Your Name/Company Name]
[Your Address/Digital Profile Link]
[Date]

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

Subject: Confirmation of Remote Project Placement - [Project Name]

Dear [Client Name],

This letter serves to formally confirm the commencement of my freelance services for the project titled **[Project Name]**, effective as of **[Start Date]**.

As discussed, I will be working in a remote capacity to deliver the following:

- [Core Deliverable 1]
- [Core Deliverable 2]
- [Core Deliverable 3]

Project Details:

- **Estimated Completion Date:** [End Date]
- **Agreed Rate/Fee:** [Amount and Currency]
- **Payment Schedule:** [e.g., Weekly / Milestone-based / Upon Completion]
- **Primary Communication Channel:** [e.g., Slack / Email / Zoom]

I have reviewed the project requirements and look forward to contributing to your objectives. Please let me know if there are any final documents or access permissions required before I begin.

I am excited to collaborate with you on this initiative.

Best regards,

[Your Signature/Typed Name]
[Your Contact Information]