

**Date:** [Insert Date]

**To:** [Client Name]  
[Client Company Name]  
[Client Address]

**From:** [Your Name/Business Name]  
[Your Address]  
[Your Email/Phone]

**Subject: Assignment Confirmation: [Project Name]**

Dear [Client Contact Name],

This letter serves as formal confirmation of the freelance assignment discussed and agreed upon. I am pleased to begin working with [Client Company Name] on this project.

**1. Project Scope:**

[Provide a brief description of the tasks and deliverables to be completed].

**2. Timeline and Milestones:**

- Start Date: [Insert Date]
- Key Milestone: [Insert Milestone and Date]
- Final Delivery Date: [Insert Date]

**3. Compensation and Payment:**

- Total Fee: [Insert Amount and Currency]
- Payment Structure: [e.g., 50% deposit, 50% upon completion]
- Payment Method: [e.g., Bank Transfer, PayPal]

**4. Terms and Conditions:**

This assignment is subject to the terms outlined in the [Contract/Service Agreement] signed on [Date]. Any changes to the project scope will require a written amendment and may affect the final cost and timeline.

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

I look forward to a successful collaboration.

Sincerely,

[Your Signature]

[Your Printed Name]

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**Accepted By:**

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

Name/Title: \_\_\_\_\_

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