

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Client's Name]  
[Client's Company Name]  
[Client's Address]  
[City, State, Zip Code]

Dear [Client's Name],

I hope this message finds you well.

I am writing to confirm our agreement regarding [specific service or project name] on [start date or timeframe].

As discussed, the terms of our collaboration include:

- **\*\*Scope of Work\*\***: [Briefly outline the tasks or deliverables]
- **\*\*Payment Terms\*\***: [Specify the payment amount, schedule, and method]
- **\*\*Timeline\*\***: [Outline key milestones or completion dates]

To proceed, I kindly ask that you provide an electronic signature below to indicate your acceptance of the terms outlined above.

Thank you for the opportunity to work together. I look forward to your response.

Sincerely,

[Your Signature (if sending as a PDF)]

[Your Printed Name]

[Your Title or Position]

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

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