

[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: _____