

[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 am writing to formally accept your offer for the freelance [type of work] position as discussed on [date of discussion]. I appreciate the opportunity to work with [Client's Company Name] and contribute to [specific project or task].

As per our agreement, I understand that the project will commence on [start date] and will involve [brief description of tasks]. The agreed compensation of [amount] will be provided upon [payment terms].

I am excited to collaborate with you and look forward to starting the project. Please let me know if there are any further details or documents needed from my side.

Thank you for this opportunity.

Best regards,

[Your Name]
[Your Position, if applicable]