

[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],

****Subject: Freelance Contract Agreement****

I am pleased to provide you with this freelance contract for [brief description of services to be provided]. This agreement outlines the terms we have discussed and aims to ensure clarity and mutual understanding.

****1. Scope of Work****

Description of Services: [Detailed description]

Deliverables: [List of deliverables]

Timeline: [Project milestones and deadlines]

****2. Payment Terms****

Total Fee: [Total amount]

Payment Schedule: [Payment installments/methods]

Late Payment Penalties: [Details of any penalties]

****3. Confidentiality****

[Include a brief confidentiality clause]

****4. Ownership of Work****

[Specify ownership rights]

****5. Termination****

[Terms under which the contract can be terminated]

****6. Acceptance****

Please sign and return this letter to confirm our agreement.

I appreciate the opportunity to work together and look forward to a successful collaboration.

Sincerely,

[Your Name]

[Your Title/Position]

****Acceptance****

I, [Client's Name], agree to the terms outlined above.

Signature: _____

Date: _____