**Letter of Agreement**

**[Your Name]**

[Your Address]

[Your Mailing Address]

[Date]

**[Recipient Name]**

[Position]

[Company Name]

[Company Address]

**Subject: Agreement for Freelance Services**

Dear Mr./Ms./Mrs. [Recipient Name],

I'm writing to confirm our agreement for freelancing services, which we discussed at our meeting on **[date]**. I am delighted to accept your offer and am entirely dedicated to providing **[Company Name]** with **[the services to be offered]**.

According to our agreement, I will provide **[particular services]** to **[Company Name]** on a **[part-time/full-time]** basis. My services will be paid for on a **[monthly/weekly/bi-weekly]** basis at the rate of **[rate]**. If any extra duties or services are necessary, the compensation will be discussed and agreed upon before beginning.

Please be warned that in the event of cancellation of this agreement, **[cancellation terms or notice period]**. Furthermore, both parties undertake to keep any information communicated throughout this agreement private.

I am excited to work with you and your team. If you have any more questions or issues, please do not hesitate to contact me.

Thank you for this wonderful opportunity.

**Sincerely,**

**[Your Name]**

**[Signature]**