

## Letter Prospecting for Freelance Work

**This package contains:**

1. Instructions & Checklist for Writing a Letter Prospecting for Freelance Work
2. Letter Prospecting for Freelance Work

## Instructions & Checklist for a Letter Prospecting for Freelance Work

- This package contains: (1) Instructions & Checklist for a Letter Prospecting for Freelance Work; and (2) Letter Prospecting for Freelance Work
  
- This form is designed to assist you in drafting a letter to initiate contact with potential clients and advise them of your services.
  
- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
  
- Be sure to sign the letter and to make a copy before sending it out.
  
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
  
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
  
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at [findlegalforms.com](http://findlegalforms.com).

[Your Name]  
[Street Address]  
[City, State ZIP Code]  
[phone number - optional]  
[email address - optional]

August 27, 2009

[Name of Recipient]  
[Title]  
[Company Name]  
[Street Address]  
[City, State ZIP Code]

Dear [Name of Recipient]:

I have been very impressed by the work [Name of company you're writing to] is doing, and I know that an expanding business such as yours is always on the lookout for service providers who can supply what you need, when you need it. I believe I can be a valuable addition to your team.

I offer [services you provide, example: writing, web design, etc.] on a freelance basis at a competitive rate – with quick turnaround.

I am enclosing samples of work I've done recently for [Names of Individuals or Companies] that show the broad range of style I can work in.

I think we could work well together; please give me a call so we can discuss.

Cordially,

[Your Name]

Enclosures