
VA Name

123 Your Street
Your City, ST 12345
(123) 456-7890

Hi [Client's Name],

I came across your job posting for [specific role/task], and I'm excited about the opportunity to contribute to your success. With [X years] of experience in [relevant field], I've helped clients achieve [specific achievements].

My skills include:

- [Skill 1]
- [Skill 2]
- [Skill 3]

Here's how I plan to help:

- [Step 1]
- [Step 2]
- [Step 3]

I'd love to discuss your project further and explore how we can work together. I am available between Monday-Wednesday, 10am-2pm PST (their timezone). Let me know a time that works for you!

Best regards,
[Your Name]

Project Name

11th January 20XX

OVERVIEW

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GOALS

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SPECIFICATIONS

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MILESTONES

Date 1

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Date 2

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PRICING

Total cost: _____

Includes 20hrs of work at \$8 per hour.