

# Enhancement Request for Consultancy Services

Date: [Insert Date]

To: [Consultancy Firm Name]

From: [Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

Email: [Your Email]

Phone: [Your Phone Number]

## **Subject: Request for Enhancement of Consultancy Services**

Dear [Consultant's Name],

I hope this message finds you well. I am writing to formally request enhancements to the consultancy services provided by your team. Over the course of our collaboration, we have identified several key areas where improvements could significantly benefit our ongoing projects and overall operational efficiency.

### **Areas for Enhancement**

- Improved Communication Channels
- Enhanced Reporting Metrics
- More Comprehensive Training Sessions
- Increased Availability of Consultants

We believe that by addressing these areas, we can achieve greater results and foster a more productive partnership. We would appreciate the opportunity to discuss these enhancements further at your earliest convenience.

Thank you for your attention to this matter. I look forward to your response.

Best regards,

[Your Name]  
[Your Position]  
[Your Company Name]