

Consultancy Engagement Review and Renewal

Date: [Insert Date]

[Consultant's Name]

[Consultant's Address]

[City, State, Zip]

Dear [Consultant's Name],

We hope this letter finds you well. As we approach the end of our current consultancy engagement dated [Insert Start Date], we would like to take this opportunity to review our collaboration and discuss the possibility of renewing our engagement.

Over the past [Insert Duration], your expertise and guidance have been invaluable to our organization in achieving [Insert Specific Goals/Outcomes]. We appreciate your contributions and the professional relationship we have built.

To ensure a smooth continuation, we propose to schedule a review meeting on [Insert Proposed Date] to assess the ongoing projects and outline our needs moving forward.

Please let us know your availability for the proposed meeting date or suggest an alternative that works for you.

Thank you for your attention, and we look forward to continuing our successful partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]