

Freelance Consultancy Proposal

Date: [Insert Date]

[Client's Name]

[Client's Title]

[Client's Company]

[Client's Address]

Dear [Client's Name],

I am writing to propose my consultancy services to assist [Client's Company] with [specific need or project]. With my background in [your expertise or field], I am confident that I can provide valuable insights and contribute effectively to your objectives.

Scope of Work:

- [Service 1]
- [Service 2]
- [Service 3]

Timeline:

The estimated timeline for completion is [duration], starting from [start date] to [end date].

Fees:

The total fee for the proposed services will be [amount], which can be paid [payment terms].

I am looking forward to the opportunity to work together and contribute to the success of [Client's Company]. Please feel free to reach out if you have any questions or would like to discuss this proposal further.

Thank you for considering my proposal.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]