

Consulting Proposal

Date: [Insert Date]

To: [Client's Name]

Company: [Client's Company Name]

Address: [Client's Address]

Dear [Client's Name],

I am writing to propose a consulting engagement to assist [Client's Company Name] in [briefly describe the specific area of assistance needed]. With my expertise in [your area of expertise], I am confident that I can help your organization achieve its goals.

Scope of Work

The proposed scope of work includes:

- [Task/Deliverable 1]
- [Task/Deliverable 2]
- [Task/Deliverable 3]

Timeline

The anticipated timeline for this project is [insert timeframe], starting from the date of agreement.

Fees

The fee for my services will be [insert fee structure], payable [insert payment terms].

I appreciate your consideration of my proposal and I look forward to the opportunity to work together. Please feel free to reach out if you have any questions or require further clarification.

Thank you for considering my proposal.

Sincerely,

[Your Name]

[Your Contact Information]