

Leadership Hiring Consultation

Date: [Insert Date]

[Consultant's Name]

[Consultant's Title]

[Consultant's Company]

[Consultant's Address]

[City, State, Zip Code]

Dear [Client's Name],

Thank you for considering [Consultant's Company] for your leadership hiring needs. We understand the importance of finding the right leaders who align with your organizational goals and culture.

We propose a consultation to discuss your specific needs and how we can assist you in identifying and hiring the best candidates for your leadership positions. Our services include:

- Comprehensive needs assessment
- Candidate sourcing and screening
- Interviewing and evaluation
- Onboarding support

Please let us know your availability for a meeting within the next week. We look forward to partnering with you in this critical process.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]