

Letter of Engagement for Environmental Consulting

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Client's Name]

[Client's Company]

[Client's Address]

[City, State, Zip Code]

Subject: Engagement for Environmental Consulting Services

Dear [Client's Name],

I am pleased to submit this letter of engagement for freelance environmental consulting services, focusing on sustainable practices to enhance your organization's environmental performance.

As a professional environmental consultant with expertise in sustainable practices, I am dedicated to providing insightful guidance and tailored solutions that align with your goals for sustainability and compliance.

Scope of Services

- Assessment of current environmental practices
- Development of sustainable strategies
- Implementation support for sustainability initiatives
- Training and workshops for staff

Project Timeline

The project is expected to commence on [start date] and will be completed by [end date], with regular check-ins and updates throughout the process.

Fee Structure

The consultancy fee will be [fee details], based on the outlined scope of work. Payment terms will be [payment terms].

I look forward to the opportunity to collaborate with [Client's Company] in advancing your sustainability objectives. Please feel free to contact me with any questions or if you require further details.

Thank you for considering my proposal. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]