

Consulting Charge Breakdown

Date: [Insert Date]

To:

[Client Name]
[Client Address]
[City, State, Zip]
[Email Address]

Dear [Client Name],

Thank you for choosing [Your Company Name] for your consulting needs. Below is the detailed breakdown of the charges associated with our services:

Description	Rate	Hours	Subtotal
Initial Consultation	\$150/hour	2	\$300
Research and Analysis	\$200/hour	3	\$600
Report Preparation	\$100/hour	4	\$400
Total			\$1300

If you have any questions regarding this breakdown or need further assistance, please do not hesitate to contact me.

Best regards,

[Your Name]
[Your Position]
[Your Company Name]
[Your Phone Number]
[Your Email Address]