

Consulting Engagement Renewal

Date: [Insert Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

We hope this message finds you well. As we approach the end of our current engagement, we would like to take this opportunity to discuss the renewal of our consulting services for [specific project or consulting area].

Over the past [duration of engagement], we have successfully [briefly outline accomplishments or key milestones]. As we look to the future, we believe that continuing our collaboration will bring further benefits to your organization.

We propose to renew our engagement for an additional [duration, e.g., six months, one year] with the following terms:

- Scope of work: [Briefly describe the scope]
- Fees: [Outline fee structure]
- Timeline: [Provide main milestones or deadlines]

If you agree with this proposal, please sign and return the enclosed agreement by [insert date]. We are excited about the possibility of continuing our partnership and achieving further successes together.

Thank you for your ongoing trust in our services. Should you have any questions or wish to discuss this in more detail, please don't hesitate to reach out.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

Enclosure: Consulting Engagement Renewal Agreement