

[Your Company Name]

[Your Company Address]

[City, State, ZIP]

[Email Address]

[Phone Number]

[Date]

[Client's Name]

[Client's Company Name]

[Client's Company Address]

[City, State, ZIP]

Dear [Client's Name],

We appreciate the opportunity to work with you on [Project Name]. As discussed, we have prepared a detailed budget for the consulting services we propose to offer. This budget outlines the costs associated with the various phases of the project and reflects our commitment to providing high-quality service within your financial parameters.

Enclosed with this letter is the proposed budget for your review. We believe that this budget is consistent with the objectives we outlined during our initial discussions and offers a transparent view of the project costs.

We kindly ask you to endorse this budget by signing below. Your approval will allow us to proceed as planned, ensuring timely delivery of our services and successful project execution.

Thank you for your consideration. Should you have any questions or require further modifications, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

Client Approval:

[Client's Name]

Date: _____