

# Consulting Service Briefing

Date: [Insert Date]

To: [Non-Profit Organization Name]

From: [Your Name]

[Your Title]

[Your Consulting Company Name]

[Your Contact Information]

## Subject: Consulting Service Briefing

Dear [Non-Profit Organization Contact Name],

We appreciate the opportunity to discuss the potential collaborative consulting services we can offer to [Non-Profit Organization Name]. Our aim is to support your mission in [specific mission/goal of the organization].

### Overview of Services

- Program Assessment and Evaluation
- Strategic Planning
- Fundraising Strategies
- Capacity Building
- Community Engagement

### Project Phases

The consulting process will be divided into the following phases:

1. Initial Consultation
2. Needs Assessment
3. Implementation Strategy
4. Feedback and Evaluation

### Timeline

We anticipate that the entire project will take approximately [insert timeline].

### Next Steps

Please let us know your availability for a follow-up meeting to discuss this proposal in detail. We are eager to partner with [Non-Profit Organization Name] to drive impactful results.

Thank you for considering our services. We look forward to your response.

Sincerely,

[Your Name]

[Your Title]

[Your Consulting Company Name]

[Your Contact Information]