

Advisory Service Outline

Date: [Insert Date]

To: [Client's Name]

From: [Your Name]

Subject: Advisory Service Outline

Introduction

Dear [Client's Name],

Thank you for considering our advisory services. This letter outlines the scope and structure of our proposed advisory services to better assist you.

Services Offered

- Initial Consultation
- Needs Assessment
- Strategy Development
- Implementation Support
- Ongoing Evaluation

Project Timeline

The estimated timeline for our services is as follows:

- Phase 1: [Insert Duration]
- Phase 2: [Insert Duration]
- Phase 3: [Insert Duration]

Fees and Payment Structure

Our fee structure is as follows:

- Consultation Fee: [Insert Amount]
- Hourly Rate: [Insert Amount]
- Project Fee: [Insert Amount]

Conclusion

We look forward to the opportunity to work with you. Please feel free to reach out with any questions.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Contact Information]