

Consulting Engagement Summary

Date: [Insert Date]

To: [Client's Name]

From: [Consultant's Name]

Subject: Summary of Consulting Engagement

1. Introduction

This document summarizes the engagement between [Consultant's Company] and [Client's Company] regarding [Project/Service Description].

2. Objectives

- [Objective 1]
- [Objective 2]
- [Objective 3]

3. Scope of Work

The consultant will provide the following services:

- [Service/Task 1]
- [Service/Task 2]
- [Service/Task 3]

4. Timeline

The engagement is expected to commence on [Start Date] and conclude on [End Date].

5. Fees and Payment Structure

The total fee for the engagement is [Total Fee], payable in [Payment Terms].

6. Conclusion

We look forward to working with [Client's Company] on this engagement and achieving the outlined objectives. Please feel free to reach out for any further clarification.

Best regards,

[Consultant's Name]

[Consultant's Title]

[Consultant's Company]

[Contact Information]