

Consultancy Contract Proposal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Client's Name]

[Client's Company Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

Subject: Proposal for Consultancy Services

Thank you for considering my consultancy services for [specific project or purpose]. I am pleased to submit my proposal for your review.

1. Objective

The primary objective of this consultancy is to [describe the goal and desired outcomes].

2. Scope of Work

The consultancy services will include, but are not limited to:

- [Task 1]
- [Task 2]
- [Task 3]

3. Timeline

The expected duration of the consultancy will be [duration, e.g., 3 months] starting from [start date] to [end date].

4. Fees

The total fee for the consultancy services will be [insert amount], payable as follows: [insert payment terms].

5. Terms and Conditions

[Insert any terms and conditions relevant to the contract].

I am looking forward to the opportunity to work together on this project. Please feel free to reach out if you have any questions or would like to discuss this proposal further.

Thank you for your consideration.

Sincerely,
[Your Name]
[Your Title/Position]