

Approval Letter for Consultant Role

Date: [Insert Date]

[Consultant's Name]

[Consultant's Address]

[City, State, Zip Code]

Dear [Consultant's Name],

We are pleased to inform you that your proposal for the role of Consultant for the [Project Name] has been approved. Your expertise in [specific area of expertise] will be invaluable in executing this project successfully.

The terms of your engagement are as follows:

- **Project Duration:** [Insert Duration]
- **Scope of Work:** [Briefly describe the scope]
- **Compensation:** [Insert Payment Terms]

Please confirm your acceptance of this role by signing and returning this letter by [Insert Deadline]. We look forward to your valuable contributions to the project.

Should you have any questions, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]