

[Your Name]

[Your Position]

[Your Company]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to suggest the involvement of [Consultant's Name/Company] in our upcoming project planning for [Project Name]. Given their expertise in [specific area], I believe their insights will greatly enhance our planning process.

In particular, [Consultant's Name] has a proven track record in [mention relevant experience or achievement], which aligns well with our project goals. Their ability to [mention specific skills or methodologies] could provide us with a fresh perspective and innovative solutions.

I would appreciate the opportunity to discuss this further and explore how we might collaborate with [Consultant's Name/Company]. Please let me know a convenient time for you to meet.

Thank you for considering this suggestion. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Contact Information]