

Consultancy Service Proposal

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip]

Subject: Proposal for Project Management Assistance

Dear [Recipient's Name],

I am writing to propose our consultancy services to assist [Recipient's Company] with your upcoming project management challenges. With our extensive experience in managing similar projects, we believe we can add significant value to your team.

Scope of Services

- Project Planning and Strategy Development
- Resource Allocation and Budget Management
- Risk Assessment and Mitigation
- Regular Progress Reporting and Communication

Project Timeline

We propose a preliminary timeline of [insert duration] for the project, subject to your needs and specifications.

Investment

The estimated cost for our services will be [insert cost].

We are confident that our expertise in project management will help [Recipient's Company] achieve its goals efficiently and effectively. We look forward to the opportunity to work together.

Thank you for considering our proposal. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any questions or clarifications.

Sincerely,

[Your Name]

[Your Position]

[Your Company]