

Request for Consultation

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip]

Email: [Your Email]

Phone: [Your Phone Number]

[Consultant's Name]

[Consultant's Company]

[Consultant's Address]

[City, State, Zip]

Dear [Consultant's Name],

I hope this message finds you well. I am reaching out to request a consultation regarding the strategic direction of my small business, [Your Company Name]. As we look to expand and improve our operations, I believe your expertise in business strategy would provide invaluable insights.

Specifically, I am interested in discussing [briefly outline specific topics or areas you would like to focus on]. I would appreciate the opportunity to meet with you at your earliest convenience to explore possible avenues for growth and development.

Please let me know your availability for a meeting in the coming weeks. I am more than willing to accommodate your schedule.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]