

Request for Small Business Consulting Services

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Recipient Information

[Consultant's Name]

[Consultant's Company]

[Consultant's Address]

[City, State, Zip Code]

Subject: Request for Consulting Services

Dear [Consultant's Name],

I hope this message finds you well. I am writing to request your consulting services for my small business, [Your Company Name]. We are currently facing challenges in [briefly describe specific areas of concern such as marketing, operations, financial planning, etc.], and we believe that your expertise could greatly benefit us.

We are particularly interested in [mention specific services you are looking for, such as business strategy development, market analysis, etc.]. If possible, we would like to schedule a meeting to discuss our needs in detail and explore potential strategies and solutions.

Thank you for considering our request. We look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]