

Consultancy Service Confirmation

Date: [Insert Date]

To,

[Consultant's Name]

[Consultant's Address]

[City, State, Zip Code]

Dear [Consultant's Name],

We are pleased to confirm your consultancy services for our educational programs. The following details outline the scope of your engagement:

Scope of Services:

- [Service 1 Description]
- [Service 2 Description]
- [Service 3 Description]

Duration:

From [Start Date] to [End Date]

Compensation:

The agreed payment is [Insert Fee] payable upon [Insert Payment Terms].

We look forward to your valuable contributions to our educational services and a successful partnership.

Best regards,

[Your Name]

[Your Position]

[Your Institution]

[Your Contact Information]