

# Consultancy Service Confirmation

Date: [Insert Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

We are pleased to confirm our consultancy services for your management consulting needs as discussed. This letter serves as a formal agreement detailing the scope of services, timelines, and fees associated with this engagement.

## Scope of Services

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

## Timeline

The consultancy services will commence on [Start Date] and conclude on [End Date]. Regular updates will be provided throughout the process.

## Fees

The total fee for these services is [Total Fee] payable as follows:

- [Payment Schedule]

We look forward to working with you and are committed to providing exceptional consulting services to help achieve your objectives. Please sign a copy of this letter to confirm your acceptance of this agreement.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

Accepted by:

\_\_\_\_\_

[Client Name]

Date: \_\_\_\_\_