

Consultancy Service Confirmation

Date: [Insert Date]

[Consultant's Name]

[Consultant's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are pleased to confirm our consultancy services for project management as discussed. We appreciate the opportunity to collaborate and support you in achieving your project goals.

Project Details:

- **Project Name:** [Insert Project Name]
- **Scope of Services:** [Brief Description of Services]
- **Duration:** [Insert Duration]
- **Consultancy Fee:** [Insert Fee Structure]

Please find the enclosed agreement for your review. Feel free to reach out if you have any questions or require further clarification.

We look forward to a successful partnership.

Best regards,

[Your Name]

[Your Position]

[Consultancy Firm Name]

[Contact Information]