

Client Engagement Request

Date: [Insert Date]

To,

[Client Name]

[Client Title]

[Client Company]

[Client Address]

Dear [Client Name],

We hope this message finds you well. We are reaching out to formally request your engagement for the upcoming project, [Project Name]. This initiative aims to [briefly describe the purpose and goals of the project].

We believe your expertise and insight will be invaluable in achieving our objectives and ensuring the success of this project. We would like to schedule a meeting at your earliest convenience to discuss how we can collaborate effectively.

Please let us know your available times, and we would be happy to accommodate.

Thank you for considering our request. We look forward to the opportunity to work together.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]