

Invitation for Consultancy Services

Date: [Insert Date]

[Consultant's Name]
[Consultant's Address]
[City, State, Zip Code]

Dear [Consultant's Name],

We are reaching out to invite you to provide consultancy services for our strategic planning initiative at [Your Organization's Name]. We believe that your expertise in [specific area of consultancy] would be invaluable in helping us achieve our goals and objectives.

The strategic planning process is scheduled to commence on [start date] and will involve [briefly describe the process]. We are particularly interested in your insights regarding [specific topics of interest].

We would appreciate the opportunity to discuss this further and explore how your involvement could align with our strategic objectives. Please let us know your availability for a meeting at your earliest convenience.

Thank you for considering our invitation. We look forward to the possibility of collaborating with you.

Best regards,

[Your Name]
[Your Title]
[Your Organization's Name]
[Your Phone Number]
[Your Email Address]