

# Consultancy Services Fee Proposal

Date: [Insert Date]

To:

[Client's Name]  
[Client's Company]  
[Client's Address]  
[City, State, Zip Code]

Dear [Client's Name],

We are pleased to submit our fee proposal for consultancy services related to [Project/Service Description]. Our team is dedicated to providing exceptional services to help achieve your goals.

## Scope of Services

[Brief description of the services being offered.]

## Fee Structure

Our proposed fees are as follows:

- Consultancy Fee: [Amount] per hour
- Estimated Total Hours: [Estimated Hours]
- Total Estimated Fee: [Total Amount]

## Payment Terms

[Describe payment terms, e.g., upfront deposit, milestones, etc.]

We are excited about the opportunity to work with you and believe this proposal reflects our commitment to achieving the project's objectives. Please feel free to contact us with any questions or adjustments you would like to discuss.

Thank you for considering our proposal.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]  
[Your Address]

[City, State, Zip Code]  
[Your Phone Number]  
[Your Email Address]