

# Consultancy Engagement Introduction

Date: [Insert Date]

Your Name

Your Title

Your Company Name

Your Address

Your City, State, Zip Code

Your Email

Your Phone Number

Client Name

Client Title

Client Company Name

Client Address

Client City, State, Zip Code

Dear [Client Name],

We are pleased to formally propose our consultancy services to assist [Client Company Name] in [briefly describe the nature of the consultancy, e.g., "improving operational efficiency"]. We believe that with our expertise and your vision, we can achieve [specific objectives/goals].

This letter serves as an introduction to our team and the scope of services we are prepared to offer. Our approach will include [outline main phases or activities involved, e.g., "assessment, strategy development, implementation, and follow-up"].

We are excited about the possibility of working together and are confident that our collaboration will lead to [mention desired outcomes]. Please feel free to reach out to discuss this further.

Thank you for considering our proposal. We look forward to the opportunity to partner with you.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]