

# Consultancy Services Agreement 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 proposal for consultancy services to [Client's Company]. Our team at [Your Company Name] brings a wealth of experience and expertise in [specific area of consultancy].

## Scope of Services

We propose the following services:

- [Service 1]
- [Service 2]
- [Service 3]

## Proposed Timeline

The services outlined will be delivered according to the following timeline:

- [Milestone 1]
- [Milestone 2]
- [Milestone 3]

## Fees

The total fee for the consultancy services will be [insert fee], payable [insert payment terms].

We are excited about the prospect of working together and are confident that our services will add significant value to your organization. Please do not hesitate to reach out with any questions or to discuss this proposal further.

Thank you for considering our proposal. We look forward to your positive response.

Sincerely,  
[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]