

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Consultant's Name]

[Consultant's Company]

[Consultant's Address]

[City, State, Zip Code]

Dear [Consultant's Name],

I hope this message finds you well. I am writing to inquire about the possibility of engaging your consultancy services for [briefly describe the project or need]. Given your expertise in [consultant's specific area of expertise], I believe your insights could greatly benefit our organization.

We are particularly interested in [describe specific areas of interest or questions]. If you are available, I would appreciate the opportunity to discuss this further and explore how we might collaborate.

Please let me know a convenient time for you to connect. Thank you for considering this inquiry. I look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]