

Expedited Consultancy Project Request

Date: [Insert Date]

To: [Consultant's Name]

Company: [Consultant's Company]

Address: [Consultant's Address]

Dear [Consultant's Name],

I hope this message finds you well. We are reaching out to urgently request your expertise for an expedited consultancy project concerning [brief description of the project]. Due to [reason for urgency, e.g., unexpected circumstances, tight deadlines], we would greatly appreciate your assistance in this matter.

Project details:

- **Project Scope:** [Brief description of the project scope]
- **Timeline:** [Start and end dates]
- **Budget:** [Estimated budget]

We believe your [specific expertise] makes you an ideal candidate for this project. We would like to schedule a meeting to discuss this further at your earliest convenience. Please let us know your availability in the coming days.

Thank you for considering our request. We are looking forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]