

Request for Graphic Design Consultant Services

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, ZIP]

[Email Address]

[Phone Number]

To: [Consultant's Name]

[Consultant's Company]

[Consultant's Address]

[City, State, ZIP]

Dear [Consultant's Name],

I hope this message finds you well. I am writing to request your services as a graphic design consultant for our upcoming project. We are looking for expert guidance and innovative design solutions to enhance our [specific project or need].

We would appreciate it if you could provide us with an overview of your services, availability, and fee structure. Additionally, any portfolio samples or case studies relevant to our project would be greatly beneficial.

We are aiming to start this project by [insert timeframe], so your timely response would be greatly appreciated. Thank you for considering our request, and I look forward to the possibility of working together.

Sincerely,

[Your Name]

[Your Position]

[Your Company]