

Contract Approval Request for Consultancy Services

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Recipient Address]

Dear [Recipient Name],

I am writing to formally request approval for the consultancy services contract with [Consultant's Name/Company]. After thorough evaluation, we have determined that their expertise in [specific area of consultancy] will be instrumental in achieving our objectives.

Details of the proposed consultancy services are as follows:

- Scope of Work: [Brief description of the scope]
- Duration: [Timeframe of the consultancy]
- Cost: [Total consultancy fees]

We believe that engaging [Consultant's Name/Company] will provide significant value to our project and contribute to successful outcomes.

Please find attached all necessary documentation for your review. We kindly ask for your approval at your earliest convenience.

Thank you for considering this request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]