

Date: [Insert Date]

To,

[Consultant's Name]

[Consultant's Address]

Subject: Notification of Consulting Agreement Details

Dear [Consultant's Name],

We are pleased to inform you that the details of your consulting agreement have been finalized. Below are the key terms and conditions:

Consulting Agreement Details:

- **Consultant Name:** [Consultant's Full Name]
- **Start Date:** [Start Date]
- **End Date:** [End Date]
- **Scope of Work:** [Description of Services]
- **Compensation:** [Payment Terms]
- **Billing Cycle:** [Billing Frequency]

Please review the above details and confirm your acceptance by [Insert Date]. If you have any questions, feel free to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]