

Approval Letter for Consulting Service Engagement

Date: [Insert Date]

[Consultant's Name]

[Consultant's Address]

[City, State, Zip Code]

Dear [Consultant's Name],

We are pleased to inform you that your proposal for consulting services has been approved. This engagement is an important step in our ongoing efforts to enhance our operations and achieve our strategic objectives.

Your consulting services will commence on [Start Date] and will conclude on [End Date], based on the terms outlined in your proposal. The total compensation for your services will be [Total Amount], payable according to the following schedule: [Payment Schedule].

Please review the attached contract and sign it to indicate your acceptance of the terms. We look forward to working with you and are confident that your expertise will greatly benefit our organization.

Thank you for your commitment to this project.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

Attachments: Contract