

Dear [Name],

Thank you for considering me for the consultancy role at [Company/Organization Name]. I appreciate the opportunity and your invitation to join your team.

While I am honored by the offer, I would like to take some time to review the requirements and evaluate how I can best contribute. I value the important work being done at [Company/Organization Name] and want to ensure that I can meet the expectations of the role effectively.

I will get back to you by [specific date] after I have had the chance to assess everything thoroughly. Thank you once again for this opportunity. I look forward to speaking with you soon.

Warm regards,

[Your Name]

[Your Contact Information]