

Project Consultancy Proposal Initiation

Date: [Insert Date]

From: [Your Name]
[Your Position]
[Your Company]
[Company Address]
[Email Address]
[Phone Number]

To: [Client Name]
[Client Position]
[Client Company]
[Client Address]

Subject: Proposal for Business Consultancy Services

Dear [Client Name],

We are excited to submit our proposal for consultancy services that will assist [Client Company] in achieving its business objectives. Our team at [Your Company] specializes in [briefly describe your expertise or focus areas].

The proposed project aims to [briefly outline the goals of the project], ensuring that we align with your strategic vision and operational needs.

We propose a kick-off meeting on [insert proposed date] to discuss the project scope, timeline, and expectations in detail. During this session, we look forward to understanding your specific requirements and how we can tailor our services to best meet your needs.

Thank you for considering [Your Company] as your consultancy partner. We are eager to collaborate and create meaningful solutions for your business challenges.

Sincerely,

[Your Name]
[Your Position]
[Your Company]