

# Letter of Engagement for Business Project Consultancy

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company Name]  
[Recipient's Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose a discussion regarding a potential collaboration on [specific project or area of consultancy]. Given our mutual interests and expertise, I believe there is significant potential for us to work together effectively.

I propose we schedule a meeting at your earliest convenience to explore this opportunity further. Please let me know your availability for the coming weeks, and I will do my best to accommodate.

Thank you for considering this proposal. I look forward to your positive response.

Best regards,  
[Your Name]  
[Your Position]  
[Your Company Name]