

# Business Offer Letter for Consultancy Services

[Your Company Letterhead]

[Date]

[Client's Name]

[Client's Position, if applicable]

[Client's Company Name]

[Client's Address Line 1]

[Client's Address Line 2]

**Subject: Offer of Consultancy Services**

Dear [Client's Name],

We are pleased to submit this business offer for consultancy services to address your organization's needs in [describe the area, e.g., management consulting, IT strategy, HR services]. With our expertise and commitment to excellence, we are confident in our ability to deliver significant value to [Client's Company Name].

## Scope of Services

- Objectives:** [Describe the project or consultation goals]
- Deliverables:** [List specific deliverables such as reports, workshops, training, etc.]
- Timeline:** [Specify project duration and important milestones]

## Terms and Pricing

- Service Fee:** [Outline pricing structure, e.g., hourly rate, fixed project fee]
- Payment Terms:** [E.g., 50% upfront and 50% upon completion]
- Other Terms:** [Any additional terms, such as confidentiality or intellectual property rights]

## Engagement

Should you accept this offer, we will prepare a formal agreement outlining the detailed terms of our engagement. Our team is ready to commence work on [projected start date], subject to your confirmation.

Please do not hesitate to contact us should you have any questions or require further clarification. We look forward to the opportunity to collaborate with [Client's Company Name] and contribute to your continued success.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

[Your Email Address]