

[Your Company Letterhead]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Consultant's Name]

[Consultant's Address]

[City, State, Zip Code]

Dear [Consultant's Name],

We are pleased to formally invite you to join [Your Company Name] as a consultant for [specific project or purpose]. We believe that your expertise in [specific field or area of consultation] will greatly contribute to the success of our initiatives.

Details of the appointment are as follows:

- ****Position:**** Consultant
- ****Start Date:**** [Start Date]
- ****Duration:**** [Duration of the appointment]
- ****Compensation:**** [Details of payment or compensation]
- ****Working Hours:**** [Expected working hours, if applicable]
- ****Location:**** [Work location or remote]

Please let us know your acceptance of this invitation by [RSVP date] and if you have any questions or require further information. We look forward to the possibility of working together.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]