

[Your Name]
[Your Position]
[Your Company/Organization]
[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],

Subject: Invitation to Serve as Consultant

I am pleased to extend an invitation for you to join [Your Company/Organization] as a consultant for [specific project or area of expertise]. Your extensive experience and expertise in [specific field or subject] will be invaluable to us in achieving our goals.

We are looking for a consultant who can [briefly describe the responsibilities or project]. We believe that your unique perspective and skills make you an excellent fit for this role.

The consultation period is expected to commence on [start date] and will continue through [end date]. The consulting fees will be [mention payment terms].

Please let us know your availability for a meeting to discuss the details further. We look forward to the opportunity of working together and are excited about the possibilities this collaboration could bring.

Thank you for considering this opportunity.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization]