

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

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

Dear [Consultant's Name],

I hope this message finds you well. I am writing to formally appoint you as a consultant for [specific project or service] at [Your Company/Organization Name].

The scope of your services will include:

- [Service/Task 1]
- [Service/Task 2]
- [Service/Task 3]

The duration of this appointment will be from [start date] to [end date], with an agreed fee of [amount] per [hour/project].

Please confirm your acceptance of this appointment by signing and returning a copy of this letter.

Thank you for your attention to this matter. I look forward to working with you.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company/Organization Name]