

[date]

John Q. Doe, President
Doe Industries
1234 Main Street
Anytown, Anystate Zip

Dear Mr. Doe:

This letter will confirm our telephone conversation of this morning. It is my understanding that we will meet for a full day on May 19th at your office for the purpose of developing a proposal for the sale of your widgets to XYZ industries. I will plan to arrive at 8:30 a.m.

Please be advised that the fee for my services is [amount] a day. It is my policy to work on an advance retainer basis. Under such an arrangement, my clients deposit with me any sum they wish and I invoice against the retainer which has been deposited. Funds deposited which are not utilized are returned.

Due to the short time between now and the time of our meeting, you may either forward your check for [amount] in advance of our meeting or plan to pay for the services provided at the time of the consultation.

I look forward to working with you next week on what should prove to be a most interesting project.

Sincerely,

Consultant