Consultant letter template. **This letter should not be printed on University Letterhead.** Because this is a consultant letter, you may not use university lab/equipment. If you do, the work would be considered a subcontract, and you would be required to charge Facilities and Administrative (F&A) costs to the prime.

To use this template, click on the fields below and begin typing.

[Your Name]

[Street Address]

[City, ST ZIP Code]

[Date]

[Recipient Name]

[Title]

[Organization Name]

[Street Address]

[City, ST ZIP Code]

Dear [Recipient Name]:

I am pleased to confirm my willingness and intent to participate in the project entitled ***title*** submitted to ***agency*** by the ***name of recipient’s organization or university***. I believe that this ***give reasons why you think this project is important***. My consultation will focus on ***what will it focus on***. Following from our already close working relationship, I am willing to be available for phone and email contact throughout the project. I will provide consultant services for up to ***Your rate should be reasonable. $500 is reasonable for time and travel, depending on what is being done – enter the number of days per year here*** of days per year at $***dollar amount per day*** per day, not to exceed $***maximum amount per year*** per year.

I look forward to continuing our collaboration on this exciting project.

Sincerely,

[Your Name]

[Your Title]