[Company Name]

[Company Address]

[City, State, ZIP Code]

**Subject: Proposal to Add Additional Services to Consulting Agreement**

Dear [Client’s Name],

I hope this message finds you well. As part of our ongoing engagement for [Project Name/Current Scope of Work], I am writing to propose the addition of new services to further support [*specific goal or business need, e.g., “your operational efficiency,” “long-term growth,” or “addressing emerging challenges”*].

**Proposed Additional Services**:

The following services are proposed to complement the current scope of our agreement:

1. [*Service 1*]: [*Brief description of the service and its value to the client.*]

2. [*Service 2*]: [*Brief description of the service and its value to the client.*]

3. [*Service 3*]: [*Brief description of the service and its value to the client.*]

**Rationale for Additional Services**:

These services will enable us to:

* [*Benefit 1, e.g., “Address emerging market challenges.”*]
* [*Benefit 2, e.g., “Enhance the efficiency of current operations.”*]
* [*Benefit 3, e.g., “Provide comprehensive support for future scalability.”*]

**Impact on Scope, Timeline, and Fees**:

We estimate the following adjustments:

* **Timeline**: The additional services will require [*duration, e.g., “two additional months”*], extending the project to [REVISED END DATE].
* **Fees**: The estimated cost for these services is [AMOUNT], which includes all deliverables and associated expenses.

**Next Steps**:

If you are interested in proceeding with this proposal, please let us know by [SPECIFIC DEADLINE] so we can finalize the terms and incorporate the additional services into the existing agreement. Should you have any questions or wish to discuss this further, feel free to contact me at [Email Address/Phone Number].

We value your partnership and look forward to continuing to deliver meaningful results for [CLIENT’S COMPANY NAME].

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE]

[COMPANY NAME]