[Company Name]

[Company Address]

[City, State, ZIP Code]

**Subject: Proposal to Extend Consulting Engagement**

Dear [Client’s Name],

I hope this message finds you well. As we approach the conclusion of the initial consulting engagement for [Project Name], I would like to propose an extension to our collaboration to further enhance the outcomes and address additional opportunities for improvement identified during the project.

**Rationale for Extension**:

Over the course of this engagement, we have made significant progress in [*specific areas, e.g., “streamlining your operations” or “implementing a robust marketing strategy”*]. However, to ensure sustainable success and fully capitalize on the momentum built, we recommend extending the engagement to focus on:

1. [*Objective 1, e.g., “Further optimization of existing processes.”*]
2. [*Objective 2, e.g., “Additional training for staff to ensure long-term adoption.”*]
3. [*Objective 3, e.g., “Expanding the scope to include related areas of improvement.”*]

**Proposed Scope and Deliverables**:

The extended engagement will include:

* [*Deliverable 1, e.g., “Comprehensive implementation of advanced tools and techniques.”*]
* [*Deliverable 2, e.g., “Monitoring and fine-tuning initial recommendations.”*]
* [*Deliverable 3, e.g., “Conducting workshops or follow-up sessions with key stakeholders.”*]

**Proposed Timeline and Fees**:

We propose extending the engagement by [number of weeks/months], beginning [PROPOSED START DATE] and concluding by [PROPOSED END DATE]. The cost for this extended engagement will be [FEE AMOUNT], inclusive of all services and deliverables outlined above.

**Next Steps**:

If you agree with this proposal, please confirm your acceptance by [SPECIFIC DATE], so we can finalize the agreement and initiate the next steps. If you have any questions or wish to discuss this further, please contact me directly at [Email Address/Phone Number].

We deeply value our partnership and look forward to continuing our work together to achieve your goals.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE]

[COMPANY NAME]