[Company Name]

[Company Address]

[City, State, ZIP Code]

**Subject: Request for Replacement of Assigned Consultant**

Dear [Consulting Firm’s Name or Consultant’s Name],

I hope this message finds you well. I am writing to formally request the replacement of the assigned consultant, [CONSULTANT’S NAME], for the ongoing project, [PROJECT NAME], as outlined in our agreement dated [AGREEMENT DATE].

**Reason for Request**:

While we value the expertise and efforts of [CONSULTANT’S NAME], certain challenges have arisen that impact the project’s overall effectiveness. Specifically:

1. [*Reason 1, e.g., “Lack of alignment with project goals.”*]
2. [*Reason 2, e.g., “Delays in deliverables or timelines.”*]
3. [*Reason 3, e.g., “Communication or collaboration challenges.”*]

**Proposed Solution**:

To ensure the project remains on track and achieves the desired outcomes, we kindly request the assignment of a new consultant with expertise in [*specific skills or areas of expertise needed*]. We would appreciate receiving the details of the proposed replacement consultant, including their credentials and experience, by [SPECIFIC DEADLINE] to facilitate a smooth transition.

Please let us know if you would like to discuss this matter further. You can reach me at [Email Address/Phone Number]. We remain committed to the success of this project and hope this adjustment will enable us to achieve our shared goals.

Thank you for your understanding and prompt attention to this matter.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE]

[COMPANY NAME]