**Contract Letter for Consultant**

**[Your Company Name]**[Your Company Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]

**Date: [Insert Date]**

**[Consultant's Name]**[Consultant's Address]  
[City, State, ZIP Code]

**Subject: Consultant Contract for [Specific Project]**

Dear [Consultant's Name],

This letter serves as the contract between [Your Company Name] and [Consultant's Name] for consulting services related to [describe project or service]. Below are the agreed terms of the contract:

### **1. Scope of Work**

You will be providing consulting services in the area of [specific tasks or projects].

### **2. Contract Duration**

The contract will be effective from [start date] and will continue until [end date] or until the completion of the project.

### **3. Compensation**

You will be compensated at a rate of [rate per hour/day/project] and payments will be made [monthly/after project completion].

### **4. Expenses**

Any pre-approved business expenses will be reimbursed upon submission of receipts.

### **5. Confidentiality**

You agree to keep all information related to the project confidential and not disclose any proprietary information without prior consent.

### **6. Termination**

Either party may terminate this contract with [insert notice period] written notice.

Please sign below to indicate your acceptance of the terms.

**[Your Company Name]**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[Consultant's Name]**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_