Adjust text highlighted in YELLOW as needed.

June 29, 2023

PI NAME,

PI TITLE,

PI AFFILIATION

PI ADDRESS

Dear PI NAME:

Thank you for inviting me to serve as a CONSULTANT on the *PROJECT TITLE* project. BRIEFLY DESCRIBE HOW YOUR EXPERIENCE IS RELEVANT TO THE PROJECT AND WHAT YOU WILL CONTRIBUTE.

As a CONSULTANT for *PROJECT TITLE*, I will contribute the following:

1. TASK/MILESTONE 1
2. TASK/MILESTONE 2
3. TASK/MILESTONE 3
4. ETC.

I understand that *PROJECT TITLE* will compensate me for my time as CONSULTANT and reimburse me for travel and other project costs.

DESCRIBE HOW THE CONSULTANT WILL BE PAID. EXAMPLES PROVIDED BELOW.

EXAMPLE 1

I will send you an invoice MONTHLY/QUARTERLY/ANNUALLY that lists the tasks I have accomplished, and the hours spent on each task. My hourly billing rate is $XXX.

EXAMPLE 2

I will invoice you as TASKS/MILESTONES are completed according to the following schedule:

* TASK/MILESTONE 1, DATE: $XXX.
* TASK/MILESTONE 2, DATE: $XXX.
* TASK/MILESTONE 3, DATE: $XXX.

EXAMPLE 3

I will invoice you according to the following schedule:

* XX% at the initiation of the project
* XX% at the midpoint of project completion
* XX% at the completion of the project

I look forward to participating in the *PROJECT TITLE* project. Please contact me if I can provide additional information in support of my involvement in the project.

Sincerely,

NAME.

TITLE

AFFILIATION