

June 15, 2024

Ms. Rebecca Turner
CEO
Acme Corporation
123 Market Street
Springfield, IL 62701

Subject: Organizational Change Management Consulting Proposal

Dear Ms. Turner,

Thank you for considering [Your Consulting Firm Name] as your partner in managing organizational change during your upcoming business transformation initiative.

We understand that Acme Corporation is embarking on a strategic shift to streamline operations and enhance customer value. Based on our discussions, we propose to provide change management consulting services to help ensure a smooth transition and lasting results.

Our scope of work includes:

- â€¢ Comprehensive change impact assessment
- â€¢ Stakeholder analysis and engagement planning
- â€¢ Communications strategy and materials
- â€¢ Training program development and delivery support
- â€¢ Change readiness reporting and recommendations

We anticipate the engagement will last 12 weeks, beginning July 1, 2024. Our consultants will work closely with your leadership and key stakeholders to align on objectives, address concerns, and drive adoption of new processes and behaviors.

We look forward to helping Acme Corporation achieve its transformation goals. Please let us know if you have any questions or would like to make adjustments to this proposal.

Sincerely,

[Your Name]
Principal Consultant
[Your Consulting Firm Name]
[Phone Number]
[Email Address]