

[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Date]

[Consultant Name]  
[Consultant Address]  
[City, State, Zip Code]

**Subject: Confirmation of Reporting Details and Engagement Terms**

Dear [Consultant Name],

This letter serves to formally confirm the reporting details and administrative arrangements for your consultancy engagement with [Company Name], effective [Start Date].

Please find the specific reporting structure and requirements below:

- **Primary Reporting Contact:** [Supervisor/Manager Name]
- **Department:** [Department Name]
- **Reporting Frequency:** [e.g., Weekly/Monthly/Bi-weekly]
- **Report Format:** [e.g., Email Summary/Formal PDF/Project Management Software]
- **Meeting Schedule:** [e.g., Tuesdays at 10:00 AM via Zoom]

As per our agreement, your reports should include progress made on [Specific Project/Key Performance Indicators], any roadblocks encountered, and the planned objectives for the upcoming period. Please submit all time logs and invoices to [Email Address/Department] by the [Date] of each month.

Should you have any questions regarding these procedures, please contact [Name] at [Phone Number/Email].

We look forward to a productive collaboration.

Sincerely,

[Signature]  
[Sender Name]  
[Sender Title]