[Company Name]

[Company Address]

[City, State, ZIP Code]

**Subject: Request for Consultant Credentials and Qualifications**

Dear [Consultant’s Name],

I hope this message finds you well. To ensure alignment and confidence in the services provided for [Project Name/Engagement Title], we kindly request a detailed overview of your credentials and qualifications related to the project scope.

Specifically, we would appreciate receiving the following:

1. Your professional background, including relevant experience and expertise in [SPECIFIC FIELD/ INDUSTRY].
2. Certifications, licenses, or professional memberships pertinent to the services being provided.
3. Examples of similar projects completed successfully, if available.
4. Any additional information that demonstrates your suitability for this engagement.

Please provide this information by *[specific deadline, e.g., “close of business on [Date]”*] to allow us to complete our internal due diligence and move forward efficiently.

If you have any questions or need clarification on this request, please feel free to contact me directly at [Email Address/Phone Number].

Thank you for your prompt attention to this matter. We look forward to continuing our collaboration on this important project.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE]

[COMPANY NAME]