

Subject Matter Expert Engagement Letter

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to engage you as a Subject Matter Expert (SME) for [Project/Initiative Name]. Your expertise in [specific area of expertise] is invaluable to our objectives, and we look forward to your contributions.

Engagement Details

- **Scope of Work:** [Brief description of the work to be performed]
- **Duration:** [Start date] to [End date]
- **Compensation:** [Details about payment, if applicable]

We anticipate that your involvement will greatly enhance the success of this project and we are excited about the opportunity to work together. Please confirm your acceptance of this engagement by signing below.

Agreement

By signing this letter, you agree to the terms outlined above.

[Recipient Name]

[Your Name]

[Your Title]

[Your Company/Organization]

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]