

# Due Diligence Engagement Letter

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are pleased to confirm our engagement to perform due diligence services in connection with your potential acquisition of [Target Company Name] (the "Transaction"). This letter outlines the scope of our work and the terms of our engagement.

## Scope of Services

Our services will include, but are not limited to:

- Financial analysis and review of [Target Company Name]'s financial statements.
- Operational assessment of the target company's business.
- Legal and regulatory compliance review.
- Risk assessment associated with the Transaction.

## Fees and Payment Terms

The fees for our services will be based on [description of fee structure], and will be billed [monthly/upon completion]. Any out-of-pocket expenses incurred in connection with this engagement will be billed separately.

## Confidentiality

We acknowledge that during the course of this engagement, we may have access to confidential information regarding your business and the target company, which we agree to keep confidential.

If you agree to the terms of this engagement, please sign and return a copy of this letter.

We look forward to working with you on this important project.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

Agreed and accepted:

[Client's Name]

[Client's Title]

[Client's Company Name]

Date: \_\_\_\_\_