

New Client Engagement Letter

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip]

Dear [Client's Name],

We are pleased to formally welcome you as a new client of [Your Company Name]. We appreciate the trust you have placed in us to assist you with [specific services].

Scope of Services:

- [Service 1]
- [Service 2]
- [Service 3]

Fees:

Our fees for these services will be [insert fee structure]. Please let us know if you have any questions regarding our fees.

To proceed with our engagement, please sign and return the attached agreement by [insert date]. If you have any questions or require further clarifications, do not hesitate to reach out at [insert contact information].

We look forward to working with you and helping you achieve your goals.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]