

Project Engagement Confirmation Letter

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Client's Name]
[Client's Title]
[Client's Company]
[Client's Address]
[City, State, Zip Code]

Dear [Client's Name],

We are pleased to confirm our engagement for the [Project Name] project. This letter outlines the key details of our agreement:

- **Project Scope:** [Brief description of the project scope]
- **Timeline:** [Project start and end dates]
- **Budget:** [Total budget or fee structure]
- **Deliverables:** [List of deliverables]
- **Point of Contact:** [Name and contact information]

Please review the details above and confirm your acceptance by signing and returning the attached agreement. We look forward to working together and achieving great results.

Thank you for your trust in us.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]