

Engagement Letter

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Engagement Letter for Support of [Festival Name]

Dear [Recipient's Name],

We are pleased to confirm our engagement to provide support for the upcoming [Festival Name], scheduled to take place on [Festival Dates]. As discussed, we will assist in [briefly describe services, e.g., event planning, marketing, logistics].

Scope of Services

Our services will include, but are not limited to:

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

Compensation

The total fee for our services will be [Amount] payable upon [terms of payment].

Timeline

Our engagement will commence on [Start Date] and conclude on [End Date].

Acceptance

If you agree to the terms outlined in this letter, please sign and return a copy by [Response Date].

We look forward to collaborating with you to make [Festival Name] a success!

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]

Accepted and Agreed:

[Recipient's Name]

[Date]