

Engagement Letter

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Business Name]

[Business Address]

Dear [Recipient Name],

We are pleased to inform you of our intention to engage you in our Local Business Support Project. Our objective is to enhance community partnerships and support the growth of local businesses.

Project Overview:

- Objective: [Briefly describe the objective]
- Scope of Work: [Outline the scope of work]
- Timeline: [Provide a timeline for the project]

We believe that your involvement in this project will be instrumental in achieving our goals. We would appreciate your confirmation of participation by [Insert Deadline].

Thank you for considering this opportunity. We look forward to working together to support our local business community.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]