

Engagement Letter for Web Accessibility Training

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name/Your Company]

Subject: Engagement for Web Accessibility Training

Dear [Recipient's Name],

We are pleased to confirm our engagement to provide web accessibility training for [Company/Organization Name]. Our aim is to equip your team with the knowledge and skills necessary to create and maintain web content that is accessible to all users, including those with disabilities.

The training will cover the following key topics:

- Understanding web accessibility and its importance
- Overview of WCAG guidelines
- Implementing accessible design practices
- Testing and evaluating web accessibility
- Creating accessible documents and multimedia

Duration of Training: [Insert Duration]

Location: [Insert Location/Online]

Cost: [Insert Cost Information]

We look forward to working with your team to enhance your web accessibility practices. Please feel free to reach out if you have any questions or specific areas you would like us to focus on during the training.

Thank you for choosing us for this important initiative.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]