

# Client Engagement Letter

Date: [Insert Date]

Client Name: [Client's Name]

Client Address: [Client's Address]

**Dear [Client's Name],**

We are pleased to formally engage with you on the [Project Name]. This letter outlines the terms of our engagement and the services we will provide.

## **Project Overview**

The project aims to [brief description of the project objectives].

## **Scope of Work**

Our services will include, but are not limited to:

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

## **Timeline**

We anticipate the project will begin on [Start Date] and conclude by [End Date].

## **Fees**

The total estimated cost for this project is [Cost]. Payment terms will be [Payment Terms].

## **Acceptance**

If you agree with the terms outlined above, please sign below to indicate your acceptance and return a copy of this letter to us.

Thank you for the opportunity to work with you. We look forward to a successful partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

**Accepted by:**

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[Client's Name]

Date: \_\_\_\_\_