

# Client Engagement Agreement

Date: [Insert Date]

Client Name: [Insert Client Name]

Client Address: [Insert Client Address]

Dear [Client Name],

We are pleased to confirm our engagement to provide [describe services] for you. This letter outlines the terms of our agreement.

## 1. Services

We will provide the following services: [list services].

## 2. Compensation

Our fees for these services will be [insert payment structure]. Payment will be due [insert payment terms].

## 3. Duration

This agreement will commence on [start date] and continue until [end date or until terminated by either party].

## 4. Confidentiality

We agree to maintain the confidentiality of your information in accordance with [insert confidentiality agreement details].

## 5. Acceptance

Please sign below to acknowledge your acceptance of this agreement.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

**Acceptance of Agreement**

Client Signature: \_\_\_\_\_

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