

# Engagement Confirmation

Date: [Insert Date]

Dear [Client's Name],

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

## Scope of Services

[Describe the services to be provided]

## Timeline

[Insert timeline for the services]

## Fees

[Outline fee structure]

We are committed to providing you with the highest quality of service. Please do not hesitate to reach out if you have any questions or need further clarification regarding this engagement.

Thank you for choosing [Your Company Name]. We look forward to working with you.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]