

Client Engagement Letter

Date: [Insert Date]

To: [Client's Name]

Address: [Client's Address]

Dear [Client's Name],

We are pleased to confirm our engagement to provide [specific services] to [Client's Company Name]. The purpose of this letter is to outline the scope of our services and the terms of our engagement.

Scope of Services

We will provide the following services:

- Service 1: [Description]
- Service 2: [Description]
- Service 3: [Description]

Engagement Terms

Our fees for the services will be [fee structure]. The payment terms are as follows:

- Payment due upon receipt of invoice
- Additional fees for any services outside the defined scope

Confidentiality

We understand the importance of confidentiality and will ensure that all information obtained during our engagement will be kept confidential.

If you agree to the terms outlined in this letter, please sign and return a copy to us. We look forward to working with you and helping [Client's Company Name] achieve its goals.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Contact Information]

Acceptance

I, [Client's Name], accept the terms of engagement as outlined above.

Signature: _____

Date: _____