

Engagement Letter

Date: [Insert Date]

[Client's Name]

[Client's Title]

[Client's Company]

[Client's Address]

Dear [Client's Name],

We are pleased to confirm our engagement to provide IT consultancy support services to [Client's Company]. This letter outlines the scope of our services, payment terms, and other important details.

Scope of Services

We will provide the following services:

- Assessment of current IT systems
- Recommendations for system improvements
- Implementation support for new technologies
- Ongoing support and maintenance

Term of Engagement

This engagement will commence on [Start Date] and will continue until [End Date] or until terminated by either party, with a written notice of [Notice Period].

Fee Structure

The consultancy fee will be [Insert Fee Details], payable [Insert Payment Terms].

Confidentiality

We agree to maintain the confidentiality of any proprietary information shared during our engagement.

Please indicate your acceptance of this engagement by signing and returning a copy of this letter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]

Accepted by:

[Client's Name] _____ Date: _____