

# Client Engagement Representation Letter

Date: [Insert Date]

To: [Insert Client Name]  
[Insert Client Address]  
[Insert City, State, Zip Code]

Dear [Insert Client Name],

We are pleased to confirm our understanding of the terms and objectives of our engagement to provide [describe the services] for the period ending [Insert Date]. This letter outlines our agreement regarding the nature and scope of our services.

**Scope of Services:**

[Describe the specific services to be provided and any limitations.]

**Client Responsibilities:**

[List client responsibilities, including providing information and access to personnel.]

**Fees and Payments:**

[Specify payment terms, fees, and billing schedule.]

We appreciate your trust in us to assist you in this engagement and look forward to working with you. Please confirm your acceptance of this letter by signing and returning a copy.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Company Address]  
[Your City, State, Zip Code]  
[Your Phone Number]  
[Your Email Address]

Accepted by:

[Client Name]  
[Client Title]  
[Client Company Name]  
[Date]