

Engagement Letter

Date: [Insert Date]

[Client's Name]

[Client's Title]

[Client's Company]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are excited to have the opportunity to work with you and your team at [Client's Company]. This letter serves to outline the terms of our engagement and the services we will provide in relation to your fresh tech initiatives.

Scope of Services

We will be offering the following services:

- Consultation on technology needs
- Implementation of tech solutions
- Ongoing support and maintenance

Timeline

The anticipated timeline for our engagement is [insert timeline], with key milestones including [insert milestones].

Fees and Payment Terms

Our fees for the services will be [insert fees]. Payment is due [insert payment terms].

Confidentiality

Both parties agree to maintain confidentiality regarding any proprietary information exchanged during this engagement.

We look forward to a successful partnership and are eager to get started. Please sign and return a copy of this letter to confirm your acceptance of the terms.

Sincerely,

[Your Name]

[Your Title]
[Your Company]
[Your Contact Information]

Accepted and Agreed:

[Client's Name]
[Client's Title]
[Client's Company]
Date: _____