

[Your Company Name]

[Your Company Address]

[City, State, Zip]

[Email Address]

[Phone Number]

[Date]

[Client Name]

[Client Company Name]

[Client Address]

[City, State, Zip]

Dear [Client Name],

We are pleased to confirm our engagement to provide consultancy services as discussed. This letter outlines the key terms of our engagement.

**Scope of Services:**

[Brief description of the services to be provided.]

**Engagement Period:**

[Start date] to [End date]

**Fees:**

[Outline of fee structure.]

Please sign and return a copy of this letter to indicate your agreement with the terms outlined above.

We look forward to working with you.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

Agreed and accepted:

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[Client Name]

[Date]