

Post-Event Assessment Engagement Letter

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to confirm our engagement to conduct a post-event assessment for [Event Name] held on [Event Date]. The primary objective of this assessment is to evaluate the overall effectiveness of the event and to identify areas for improvement.

Scope of Services

Our assessment will include:

- Analysis of participant feedback
- Review of event metrics
- Recommendations for future events

Timeline

The assessment will commence on [Start Date] and is expected to be completed by [End Date].

Fees

The total fee for the assessment will be [Insert Fee], payable upon completion of our report.

We look forward to collaborating with you on this assessment and helping [Recipient's Organization] achieve its goals.

If you agree with the terms outlined above, please sign and return this letter.

Best regards,
[Your Name]
[Your Title]
[Your Organization]

Accepted by:

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]