

Consulting Engagement Letter

Date: [Insert Date]

Client Name: [Client Full Name]

Client Address: [Client Address]

Dear [Client Name],

We are pleased to confirm our engagement to provide consulting services to [Client Company Name] (the "Client"). This letter outlines the scope and terms of our engagement.

Scope of Services

Our services will include, but are not limited to:

- [Service 1]
- [Service 2]
- [Service 3]

Fees and Payment Terms

Our fee for these services will be [Fee Structure], payable [Payment Terms].

Terms of Engagement

This engagement will begin on [Start Date] and is anticipated to last until [End Date/Duration].

Confidentiality

We will maintain the confidentiality of all information received from the Client in accordance with applicable laws and professional standards.

Acceptance

If you agree with the terms of this engagement, please sign and return a copy of this letter.

Thank you for the opportunity to work with you. We look forward to a successful engagement.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]
[Contact Information]

Agreed and Accepted:

[Client Signature] _____

Date: _____