

# Engagement Letter for Vendor Services

Date: [Insert Date]

Vendor Name: [Insert Vendor Name]

Vendor Address: [Insert Vendor Address]

Dear [Vendor Contact Name],

We are pleased to engage your services for [specific services] as discussed. This letter outlines the terms of our engagement.

## Scope of Services

[Describe the scope of services to be provided].

## Duration

The engagement will commence on [start date] and conclude on [end date], unless extended by mutual agreement.

## Compensation

The compensation for the services will be [insert payment terms].

## Confidentiality

Both parties agree to maintain confidentiality regarding the proprietary information shared during this engagement.

## Acceptance

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

Thank you for your attention. We look forward to working together.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]  
[Your Contact Information]

Agreed and Accepted:

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[Vendor Contact Name]  
[Vendor Title]  
[Vendor Company Name]  
Date: \_\_\_\_\_