

# Engagement Letter for Advertising Media Production

Date: [Insert Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

We are pleased to confirm our engagement to provide advertising media production services for [Project Name]. Our team is excited to collaborate with you on this project, and we are committed to delivering high-quality media content that meets your marketing objectives.

## Scope of Services

We will provide the following services:

- Concept Development
- Scriptwriting
- Filming
- Editing
- Post-production

## Timeline

The expected timeline for the project is as follows:

- Pre-production: [Insert Dates]
- Production: [Insert Dates]
- Post-production: [Insert Dates]
- Delivery: [Insert Dates]

## Fee Structure

The total fee for our services will be [Insert Fee], payable as follows:

- Deposit: [Insert Amount] due on signing this engagement letter
- Final Payment: [Insert Amount] due upon project completion

# Acceptance

To confirm your acceptance of this engagement, please sign and return one copy of this letter by [Insert Deadline]. If you have any questions or require further clarification, feel free to reach out.

We look forward to working with you.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]

**Accepted by:**

[Client Name]

[Client Signature]

Date: [Insert Date]