

Engagement Letter

Date: _____

To:

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to engage with you on the [Project Name], a collaborative effort between [Your Organization Name] and [Recipient's Organization Name]. This letter outlines the terms and expectations of our collaboration.

Project Overview

[Brief description of the project, its goals, and objectives]

Roles and Responsibilities

We agree to the following roles and responsibilities:

- [Your Organization's Responsibilities]
- [Recipient's Organization's Responsibilities]

Timeline

The expected timeline for the project is as follows:

- [Milestone 1: Deadline]
- [Milestone 2: Deadline]

Budget and Funding

The estimated budget for this project is [insert budget details]. Funding will be provided by [source of funding].

Confidentiality

Both parties agree to maintain the confidentiality of any sensitive information shared during this project.

Acceptance

If you agree to the terms outlined in this letter, please sign and return a copy by [return date].

Thank you for your collaboration. We look forward to a successful project.

Sincerely,

[Your Name]

[Your Title]

[Your Organization Name]

[Your Contact Information]

Accepted by,

[Recipient Name]

[Recipient Title]

[Date]