

Business Consulting Engagement Letter

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Client's Company Name]

[Client's Address]

[City, State, Zip Code]

Subject: Engagement Letter for Business Consulting Services

Dear [Client's Contact Name],

We are pleased to confirm our engagement to provide business consulting services to [Client's Company Name]. This letter outlines the scope of our services, fee structure, and other relevant details.

Scope of Services

We will provide the following services:

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

Fees and Payment Terms

Our fees for the services will be as follows:

[Detailed fee structure]

Invoices will be submitted monthly and are payable within [number] days of receipt.

Confidentiality

We will maintain the confidentiality of all information shared with us during the engagement.

Acceptance

Please sign and return a copy of this letter to indicate your acceptance of this engagement.

We look forward to assisting you with your business needs.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

Accepted and Agreed:

[Client's Name]

[Client's Title]

[Client's Company Name]

Date: _____