

Engagement Letter

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are pleased to confirm our engagement to provide digital marketing services to [Client's Company Name] ("the Client"). This letter outlines the scope of our services, terms, and responsibilities.

Scope of Services

We will provide the following digital marketing services:

- Search Engine Optimization (SEO)
- Social Media Marketing
- Content Creation
- Email Marketing Campaigns
- PPC Advertising Management

Fee Structure

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

Responsibilities

The Client agrees to provide necessary access to [necessary information, accounts, etc.], as well as timely feedback on our deliverables.

Termination

Either party may terminate this agreement with [Insert Notice Period] written notice.

We appreciate the opportunity to work with you and look forward to helping [Client's Company Name] achieve its marketing goals.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]