

Engagement Letter for Testing Services

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 testing services for [Project/Service Description]. This letter outlines the scope of our services, our responsibilities, and your responsibilities in connection with this engagement.

Scope of Services

We will provide the following testing services:

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

Responsibilities

Our responsibilities include:

- Conducting tests in accordance with agreed standards.
- Providing a detailed report of findings.

Your responsibilities include:

- Providing access to necessary resources and information.
- Ensuring timely communication regarding project updates.

Fees

Our fees for the services will be [insert fee structure or rates]. An invoice will be provided upon completion of the services.

Acceptance

If the terms of this engagement letter meet with your approval, please sign and return a copy of this letter.

Thank you for the opportunity to serve you. We look forward to working together.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

Accepted by:

[Client's Name] _____ Date: _____