

Engagement Letter

Date: [Insert Date]

[Consultant's Name]

[Consultant's Address]

[City, State ZIP Code]

[Client's Name]

[Client's Address]

[City, State ZIP Code]

Dear [Client's Name],

We are pleased to confirm our engagement to provide professional consulting services to [Client's Company Name]. The purpose of this letter is to outline the terms and conditions of our engagement.

1. Services Provided

We will provide the following services: [List services].

2. Duration

This engagement will commence on [Start Date] and is expected to be completed by [End Date].

3. Fees and Payment Terms

Our fees for the services will be [Specify fee structure]. Payment is due [Specify payment terms].

4. Confidentiality

We will maintain confidentiality of all information obtained during the course of our engagement.

5. Acceptance

If you agree to the terms outlined above, please sign and return a copy of this letter.

Sincerely,

[Consultant's Name]

[Consultant's Title]

[Consultant's Company Name]

By: _____

[Client's Name]

Date: _____