

Engagement Letter

Date: [Insert Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

We are pleased to confirm our understanding of the services we will provide to you. This engagement letter outlines our roles, responsibilities, and the nature of the services we will deliver.

Scope of Services

We will provide the following services:

[List services to be provided]

Fees and Payment Terms

Our fees for the services will be as follows:

[Specify fee structure]

Payment will be due upon receipt of our invoice.

Confidentiality

We will maintain the confidentiality of all information obtained during the course of our engagement, as outlined in our confidentiality policy.

Acceptance

If the terms of this engagement letter are acceptable, please sign below and return a copy to us.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

Accepted by:

[Client Name]

Date: _____