

Engagement Letter

Date: [Insert Date]

To: [Client Name]

[Client Address]

Dear [Client Name],

We are pleased to confirm our engagement to provide professional services for your company. This letter outlines the scope of our services and the terms under which we will perform our work.

Scope of Services

We will provide the following services:

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

Fees

Our fees for these services will be based on [hourly rates/flat fees/etc.], as discussed in our proposal. The estimated total fees will be [insert amount].

Timeline

We anticipate starting the services on [start date] and aim to complete them by [completion date].

Confidentiality

We will maintain the confidentiality of all information shared with us during this engagement in accordance with applicable laws and regulations.

Acceptance

If you agree with the terms outlined in this letter, please sign and return a copy to us.

Thank you for the opportunity to work with you. We look forward to a successful engagement.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]

Accepted by:

<p_____

[Client Name]

Date: _____