

Telecom Service Engagement Letter

Date: [Insert Date]

Client Name: [Client Name]

Client Address: [Client Address]

Dear [Client Name],

We are pleased to confirm our engagement to provide telecom services to [Client Name]. This letter outlines the scope of our services, responsibilities, and other key terms related to our engagement.

Scope of Services

We will provide the following telecom services:

- Service Installation
- Network Management
- Technical Support
- Consultation and Planning

Engagement Period

The engagement will commence on [Start Date] and will continue for [Duration] unless terminated by either party with [Notice Period] notice.

Fees and Payment Terms

Our fees for these services will be [Fee Structure]. Invoices will be issued [Frequency] and are payable within [Payment Terms].

Confidentiality

Both parties agree to maintain confidentiality regarding any proprietary or sensitive information shared during the engagement.

Please sign and return a copy of this letter to confirm your acceptance of these terms.

Thank you for choosing [Your Company Name]. We look forward to collaborating with you.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]

Accepted by:

[Client Name]
[Title or Position]
[Client Company Name]
[Date]