

Training Services Engagement Letter

Date: [Insert Date]

To: [Client's Name]
[Client's Address]
[City, State, Zip Code]

Dear [Client's Name],

We are pleased to confirm our engagement to provide training services as outlined in this letter. This letter sets forth the terms and conditions of our agreement.

Scope of Services

We will provide the following training services:

- [Description of Training Program 1]
- [Description of Training Program 2]
- [Description of Training Program 3]

Fees and Payment Terms

The total fee for our services will be [Total Fee]. Payment is due [Payment Terms].

Duration of Engagement

This engagement will commence on [Start Date] and will conclude on [End Date].

Confirmation

If you agree to the terms outlined in this letter, please sign and return a copy to us by [Return Date].

Thank you for choosing our training services. We look forward to working with you.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Your Contact Information]

Accepted by:

[Client's Name]

[Client's Title]

[Client's Company Name]

Date: _____