

Engagement Letter

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Organization]
[Your Address]
[City, State, Zip Code]

[Recipient Name]
[Recipient Title]
[Recipient Business Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Engagement for Local Business Support Program

Dear [Recipient Name],

We are pleased to extend this engagement letter to formalize our partnership in support of the Local Business Support Program. Our aim is to assist you in [briefly describe the purpose, e.g., enhancing your business operations, increasing community engagement, etc.].

Through this program, we will provide you with the following services:

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

We believe that our collaboration will contribute significantly to [mention the anticipated outcomes, e.g., your business growth, local community development, etc.].

Please confirm your acceptance of this engagement by signing and returning a copy of this letter by [insert deadline].

We look forward to working with you.

Sincerely,

[Your Signature]
[Your Name]
[Your Title]
[Your Organization]
[Your Contact Information]

Accepted by: _____

[Recipient Name]

[Recipient Title]

[Recipient Business Name]

Date: _____