

Engagement Letter for Case Study

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are pleased to confirm our engagement to provide professional services relating to the case study entitled "[Case Study Title]". This letter outlines the terms and objectives of our engagement.

Scope of Services

Our services will include the following:

- Conducting comprehensive research and analysis.
- Data collection and interpretation.
- Preparation of the case study report.
- Presentation of findings and recommendations.

Timeline

The expected timeline for this engagement is from [Start Date] to [End Date].

Fees and Payment Terms

The total fee for services rendered will be [Fee Amount], payable [Payment Terms].

Confidentiality

We assure you that all information exchanged during this engagement will be treated with the utmost confidentiality.

Please sign and return a copy of this letter to indicate your agreement to the terms outlined herein.

Sincerely,

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

Agreed and Accepted by:

[Client's Name]
[Client's Position]
[Client's Company]

Signature: _____ Date: _____