

Forensic Financial Investigation Engagement Letter

Date: [Insert Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

We are pleased to confirm our engagement to perform a forensic financial investigation for [Client Name/Company Name] (the "Client"). This letter outlines the scope and terms of our engagement.

Scope of Engagement

We will conduct a forensic investigation into the financial matters related to [specific issues, e.g., suspected fraud, embezzlement, etc.]. Our services will include:

- Review of financial documents and records.
- Interviews with relevant personnel.
- Analysis of financial transactions.
- Preparation of findings and recommendations.

Fees and Payment Terms

Our fees for this engagement will be based on the actual time spent on the investigation, at our standard hourly rates, plus any out-of-pocket expenses incurred. An estimate of total costs will be provided upon receipt of all necessary information.

Confidentiality

We will maintain strict confidentiality regarding all information obtained during the course of our investigation and will not disclose any details without your prior consent, unless required by law.

Acceptance of Terms

If the terms of this engagement are acceptable, please sign and return a copy of this letter. Your signature will confirm your understanding and acceptance of our terms.

We look forward to working with you on this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Firm's Name]

[Your Firm's Address]

[City, State, Zip Code]

Acceptance

Client Signature: _____ Date: _____

Name: _____

Title: _____