

# Engagement Letter

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 insurance agent services to you, effective [Insert Start Date]. We appreciate the trust you have placed in us and look forward to working together.

## Scope of Services

As your insurance agent, we will assist you with:

- Identifying and assessing your insurance needs
- Researching and recommending appropriate insurance products
- Facilitating the application process
- Providing ongoing support and service
- Reviewing and updating your coverage as necessary

## Fees

Our fees for these services will be [Insert Fee Structure].

## Termination

This engagement may be terminated by either party with [Insert Notice Period] notice.

Please sign below to indicate your acceptance of this engagement.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]

Accepted and Agreed by:

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[Client's Name]

Date: \_\_\_\_\_