

# Personal Service Engagement Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

Thank you for choosing me to provide personal services. This letter outlines the terms of our engagement.

## Scope of Services

I will provide the following services: [List services here]

## Fees and Payment

The fees for my services will be [Insert fee structure]. Payment is due [Insert payment terms].

## Duration of Engagement

This engagement will commence on [Start Date] and will conclude on [End Date] or upon completion of the services.

## Confidentiality

All information shared during this engagement will be kept confidential.

If you agree to the terms outlined above, please sign and return a copy of this letter.

Sincerely,

[Your Signature]

[Your Printed Name]

Agreed and Accepted:

[Client's Signature]

[Client's Printed Name]

Date: [Insert Date]