

Engagement Letter Adjustment

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are writing to formally adjust our engagement letter dated [Original Engagement Date]. As discussed, we have made changes to the terms of our engagement to better reflect the scope of services we will be providing.

Adjusted Terms

- **Service Scope:** [Briefly describe the adjusted service scope]
- **Fees:** [Updated fee details]
- **Timeline:** [Revised timeline if applicable]

If these adjustments are acceptable, please signify your agreement by signing below.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]

Agreement

[Client's Name] Date: _____