

# Engagement Letter Clarification

Date: **[Insert Date]**

To: **[Client's Name]**

Address: **[Client's Address]**

Dear **[Client's Name]**,

We are writing to clarify the terms outlined in our engagement letter dated **[Insert Date of Original Letter]**. This communication serves to ensure that both parties are aligned on the expectations and responsibilities associated with our engagement.

## Scope of Services

The services we will provide include, but are not limited to:

- **[Service 1]**
- **[Service 2]**
- **[Service 3]**

## Fees and Payment Terms

Our fees will be structured as follows:

- **[Fee Structure 1]**
- **[Fee Structure 2]**

Payments are to be made by **[Payment Due Date]**.

## Communication

We recommend regular updates through **[Specify Communication Method]** to ensure we are aligned throughout the engagement.

Please confirm your understanding of these clarifications by signing below and returning a copy to us.

Sincerely,

**[Your Name]**

**[Your Title]**

**[Your Company]**

Agreed and accepted by:

\_\_\_\_\_

[Client's Name]

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