

Engagement Confirmation

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

Dear [Client's Name],

We are pleased to confirm our engagement to provide [specific services] as discussed on [insert date of initial discussion]. This letter outlines the updated terms of our engagement.

Scope of Services:

[Detail the specific services to be provided]

Engagement Timeline:

The engagement will commence on [start date] and is expected to be completed by [end date].

Fees:

The fee for our services will be [specify fee structure] and is payable [insert payment terms].

Please confirm your acceptance of this engagement by signing and returning a copy of this letter by [insert return date].

We look forward to working with you.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]

Accepted by:

[Client's Name]

Date: _____