

# Letter of Engagement for Fund Accounting and Reporting Services

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Institution's Name]

[Institution's Address]

Dear [Recipient's Name],

We are pleased to submit this letter of engagement for fund accounting and reporting services to [Institution's Name]. We appreciate the opportunity to work with your esteemed institution and are committed to providing high-quality financial services.

Scope of Services:

- Fund accounting to track donor restrictions and fund balances
- Preparation of monthly and annual financial reports
- Compliance with relevant accounting standards and regulations
- Assistance with budget preparation and analysis
- Training and support for your accounting staff

Our team of experienced professionals will ensure that your financial records are accurate and timely. We look forward to collaborating closely with [Institution's Name] to enhance your financial management practices.

If you agree with the terms outlined in this letter, please sign and return a copy to us. Should you have any questions or require further details, feel free to contact us at your convenience.

Thank you for the opportunity to serve [Institution's Name]. We look forward to a successful partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Contact Information]

Agreed and Accepted:

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[Recipient's Name]

[Recipient's Title]

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