

Letter of Engagement

Date: [Insert Date]

[Client's Organization Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Contact Name],

We are pleased to present our proposal for providing fund accounting and reporting services to [Client's Organization Name]. Our objective is to assist your organization in effectively managing and reporting your funds in compliance with the applicable financial regulations.

Scope of Services

- Fund Accounting Implementation
- Monthly and Annual Financial Reporting
- Budgeting and Forecasting Services
- Compliance and Regulatory Reporting

Our Commitment

We commit to delivering high-quality, accurate, and timely financial reports that enable your organization to make sound financial decisions. Our team is experienced in healthcare accounting and understands the unique challenges faced by healthcare organizations.

Next Steps

To proceed with this engagement, please sign and return the attached agreement. We look forward to the opportunity to work with [Client's Organization Name] and support your financial health.

Thank you for considering our services.

Sincerely,

[Your Name]

[Your Title]

[Your Organization Name]

[Your Contact Information]