

# Letter of Engagement for Fund Accounting and Reporting Services

Date: [Insert Date]

To: [Client's Name]

[Client's Company Name]

[Client's Address]

[Client's City, State, Zip]

Dear [Client's Name],

We are pleased to submit this letter confirming our engagement to provide fund accounting and reporting services for [Venture Capital Firm Name] (the "Fund"). Our firm, [Your Company Name], specializes in providing tailored services to venture capital firms and is dedicated to bringing clarity and efficiency to your fund operations.

## Scope of Services

Our services will include:

- Preparation and maintenance of accounting records
- Calculation of net asset values (NAV)
- Investment reporting and performance analysis
- Regulatory compliance assistance
- Annual audit support

## Fee Structure

We propose a fee structure based on a monthly retainer of [Insert Fee Amount] and additional fees for specialized reports as needed. A more detailed breakdown will be provided in our proposal.

## Engagement Period

This engagement will commence on [Start Date] and will continue until [End Date], with the option to extend based on mutual agreement.

We look forward to collaborating with [Venture Capital Firm Name]. Please sign and return a copy of this letter to indicate your agreement with the proposed terms.

If you have any questions or require further clarification, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Company Phone]

[Your Company Email]

Accepted and agreed by:

[Client's Name]

[Client's Company Name]

[Date]