

Financial Due Diligence Engagement Proposal

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are pleased to present our proposal for financial due diligence services in connection with [brief description of the transaction, e.g., "the acquisition of XYZ Corp."]. Our team at [Your Firm's Name] has extensive experience in performing due diligence and helping clients make informed decisions.

Scope of Services

Our proposed financial due diligence engagement will include the following key areas:

- Review of historical financial statements
- Analysis of revenue streams
- Assessment of working capital requirements
- Evaluation of financial projections
- Identification of potential financial risks

Engagement Timeline

The due diligence process is expected to take approximately [insert duration] from the start date upon engagement.

Fees

Our fees for this engagement will be [insert fee structure]. We are committed to providing value and will keep you informed throughout the process.

Next Steps

If you wish to proceed, please sign and return a copy of this proposal by [insert deadline]. We look forward to the opportunity to work with you on this important engagement.

Contact Information

If you have any questions or need further information, please do not hesitate to contact me at [your phone number] or [your email].

Thank you for considering [Your Firm's Name] for your financial due diligence needs.

Sincerely,

[Your Name]

[Your Title]

[Your Firm's Name]

[Your Firm's Address]

[City, State, Zip Code]