

Engagement Confirmation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally confirm our engagement for [describe the nature of the engagement, e.g., services to be provided].

As discussed, our engagement will commence on [start date] and is expected to conclude on [end date or project duration].

Please find attached the engagement letter outlining the terms and conditions of our agreement.

If you have any questions or require further information, please do not hesitate to contact me at your earliest convenience.

Thank you for the opportunity to work together. I look forward to a successful engagement.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]