

Investment Banking Service Engagement Letter

[Your Name]
[Your Title]
[Your Firm]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

Date: [Insert Date]

[Client's Name]
[Client's Title]
[Client's Company]
[Client's Address]
[City, State, Zip Code]

Re: Engagement for Investment Banking Services

Dear [Client's Name],

We are pleased to confirm our engagement as your investment banking advisor to provide services in connection with [briefly describe the transaction or services, e.g., merger and acquisition, capital raising, etc.]. This letter outlines the terms and conditions of our engagement.

Scope of Services

We will assist you with the following:

- [List specific services to be provided]
- [Another service]
- [Additional service]

Fees and Expenses

Our fees will be based on [describe fee structure, e.g., success fees, retainer, hourly rate]. You will also be responsible for any out-of-pocket expenses incurred in connection with this engagement.

Confidentiality

We acknowledge that during this engagement, we will have access to confidential information. We will not disclose any such information without your prior consent.

Termination

Either party may terminate this agreement upon [number] days' written notice to the other party.

If you agree to the terms outlined above, please sign and return a copy of this letter.

Sincerely,
[Your Name]
[Your Title]

Accepted and Agreed:

[Client's Name]
[Client's Title]
[Client's Company]