

# Client Engagement Confirmation

Date: [Insert Date]

Dear [Client's Name],

We are pleased to confirm our engagement to provide [brief description of services] for [Client's Company Name]. This letter outlines the nature of our engagement, terms, and conditions.

**Scope of Work:** [Detail the services to be provided]

**Engagement Period:** [Start Date] to [End Date]

**Fees:** [Specify fees and payment terms]

Please review the terms outlined above. If you agree with all terms and conditions, please sign below and return a copy to us.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

Agreed and Accepted by:

[Client's Name]

[Client's Position]

[Client's Company Name]

Date: \_\_\_\_\_