

# Client Engagement Letter

Date: [Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are pleased to confirm our understanding of the services we will provide to you. This letter outlines the terms of our engagement and our mutual responsibilities.

## Services to Be Provided

We will provide the following services: [Describe the services].

## Fees and Payment Terms

Our fees for these services will be [Specify fees]. Payment is due [Specify payment terms].

## Responsibilities

Your responsibilities include providing us with accurate and complete information that is necessary for us to perform our services.

## Confidentiality

We will maintain the confidentiality of all information obtained in the course of our engagement, except as required by law.

## Acceptance

If the terms outlined above are acceptable to you, please sign and return this letter by [Date].

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

Sincerely,

[Your Name]

[Your Title]

[Your Firm Name]

[Your Contact Information]

Accepted by:

[Client's Name]

[Date]