

Engagement Letter

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

Dear [Client's Name],

We are pleased to confirm our engagement with you as your [describe services, e.g., financial advisor, legal counsel, etc.]. This letter serves to outline our mutual understanding of the terms and scope of our services.

Scope of Services

We will provide the following services: [List Services].

Engagement Period

This engagement will commence on [start date] and will continue until [end date or "terminated by either party"].

Fees and Payment

Your fees will be [describe fee structure]. Invoices will be issued [monthly/quarterly] and are payable upon receipt.

Confidentiality

We will ensure that any information you provide to us remains confidential and will not be shared with third parties without your consent.

Please sign below to confirm your acceptance of this engagement letter.

Sincerely,

[Your Name]

[Your Company]

[Your Contact Information]

Agreed and Accepted:

[Client's Name] _____ [Date]