

# Consultancy Service Engagement for Risk Management

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are pleased to confirm our engagement to provide consultancy services in the area of risk management for [Client's Company Name]. This letter outlines the scope of our services, our mutual responsibilities, and the fees associated with our engagement.

## 1. Scope of Services

The services we will provide include:

- Assessment of current risk management processes
- Development of risk mitigation strategies
- Training and workshops for staff
- Ongoing support and evaluation

## 2. Responsibilities

Our responsibilities include:

- Providing expert advice and recommendations
- Maintaining confidentiality of all client information

Your responsibilities include:

- Providing access to necessary documents and personnel
- Timely payment as outlined below

## 3. Fees

Our fee structure is as follows:

Hourly Rate: \$[Insert Amount]

Estimated Total for the Project: \$[Insert Amount]

## **4. Term and Termination**

This engagement will commence on [Insert Start Date] and will continue until [Insert End Date], unless terminated earlier by either party with [Insert Number] days' notice.

## **5. Acceptance**

If you are in agreement with the terms outlined above, please sign and return a copy of this letter by [Insert Due Date].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

Accepted by:

[Client's Name]

[Client's Position]

[Client's Company Name]

Date: [Insert Date]