

Letter of Engagement

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are pleased to confirm our engagement to provide advisory services to [Client's Company Name]. This letter outlines the terms, scope, and objectives of our engagement.

Scope of Services

We will provide the following services:

- [Service 1]
- [Service 2]
- [Service 3]

Engagement Timeline

The engagement will commence on [Start Date] and is expected to conclude on [End Date]. We will work closely with your team to ensure timely progress.

Fees and Payment Terms

Our fees for this engagement will be [Fee Structure], and payment will be due [Payment Terms].

We look forward to a productive collaboration and are committed to adding value to your organization. Please indicate your acceptance of this engagement by signing below.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

Acceptance:

[Client's Name]

[Date]