

Advisory Engagement Confirmation Letter

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Client's Name]

[Client's Title]

[Client's Company Name]

[Client's Company Address]

[City, State, Zip Code]

Dear [Client's Name],

We are pleased to confirm our advisory engagement with you regarding [brief description of the engagement].

The scope of our services will include:

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

The engagement will commence on [start date] and is expected to conclude by [end date]. Our fees for this engagement will be based on [insert fee structure].

Please acknowledge your acceptance of this engagement by signing and returning a copy of this letter.

We look forward to working with you.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

Accepted by:

[Client's Name]

[Client's Title]

[Client's Company Name]

Date: _____