

Engagement Confirmation Letter

Date: [Insert Date]

To:

[Client's Name]
[Client's Position]
[Client's Company]
[Client's Address]
[City, State, Zip Code]
[Country]

Dear [Client's Name],

We are pleased to confirm our engagement to provide consulting services for [brief description of services] as discussed in our recent meetings.

Scope of Services:

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

Duration of Engagement: [Start Date] to [End Date]

Fees: [Details of fees and payment structure]

We look forward to working together and contributing to the success of [Client's Company]. Please sign and return a copy of this letter to confirm your acceptance of the terms outlined herein.

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Country]
[Contact Information]

Accepted by:

[Client's Name]
[Client's Position]
[Client's Company]
Date: [Insert Date]