

Engagement Letter

Date: [Insert Date]

To: [Client's Name]

Address: [Client's Address]

Dear [Client's Name],

We are pleased to confirm our engagement to provide consultancy services to [Client's Organization Name] in connection with [specific project or service description]. This letter outlines the terms of our engagement.

Scope of Services

We will provide the following services:

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

Fees and Payment Terms

Our fees for these services will be [insert fee structure]. Payments are due [insert payment terms], and any applicable taxes will be added to the final invoice.

Confidentiality

We commit to maintaining the confidentiality of your proprietary information during and after the engagement.

Termination

Either party may terminate this engagement with [insert notice period] written notice.

If you agree with the terms outlined above, please sign and return a copy of this letter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization Name]
[Your Contact Information]

Agreed and accepted by:

[Client's Name]
[Client's Title]
[Client's Organization Name]

Date: _____