

# Engagement Letter for Expert Advisory Services

**Date:** [Insert Date]

**Client Name:** [Insert Client Name]

**Client Address:** [Insert Client Address]

Dear [Client Name],

We are pleased to confirm our engagement to provide expert advisory services for [specify project or purpose]. This letter outlines the terms and scope of our engagement.

## Scope of Services

Our services will include the following:

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

## Engagement Fees

The fees for our services will be based on [specify fee structure, hourly rate, retainer, etc.]. A detailed invoice will be provided regularly.

## Timeline

We anticipate that our services will be completed by [insert expected completion date].

## Confidentiality

We will maintain the confidentiality of all proprietary information shared during this engagement.

## Acceptance

If you agree with the terms set out in this letter, please sign and return a copy to us.

We look forward to supporting you in this engagement.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]

## **Acceptance of Terms**

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[Client Name]

Date: \_\_\_\_\_