

IT Support Engagement Letter

Date: [Insert Date]

To: [Client's Name]

Company: [Client's Company Name]

Address: [Client's Address]

Dear [Client's Name],

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

Scope of Services

We will provide the following IT support services:

- Technical assistance and troubleshooting
- Network management
- Software installation and updates
- Data backup and recovery

Responsibilities

Our responsibilities include maintaining communication regarding project progress and responding promptly to support requests. Your responsibilities include providing us with the necessary access to your systems and timely information.

Terms

Our engagement will commence on [Start Date] and will be reviewed on [Review Date]. Payment terms are net [Payment Terms], and we will invoice you monthly.

We look forward to working with you and supporting your IT needs. Please sign below to confirm your acceptance of this engagement.

Best Regards,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]

_____ **Client Signature**

Date: _____