

Terms of Engagement Confirmation

Date: [Insert Date]

To,

[Client's Name]

[Client's Address]

Dear [Client's Name],

We are pleased to confirm our engagement to provide [services] to you as discussed. This letter outlines the terms of our engagement and our mutual understanding of the services to be provided.

Scope of Services

[Brief description of the services being provided]

Fees and Payment Terms

Our fees for these services will be [insert fee structure]. Payment will be due [insert payment terms].

Confidentiality

We understand the importance of confidentiality and will handle all information regarding your business with the utmost care.

Acceptance of Engagement

If you agree to the terms outlined above, please sign and return a copy of this letter by [insert return date].

We look forward to working with you.

Warm regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]

Agreed and Accepted By:

[Client's Name]