

Engagement Letter for Consulting Services

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are pleased to confirm our engagement to provide consulting services to [Client's Company Name]. This letter outlines the scope of our services, terms of our engagement, and other relevant details.

Scope of Services

We will provide the following consulting services:

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

Engagement Terms

The terms of our engagement are as follows:

- Duration: [Start Date] to [End Date]
- Fees: [Specify Fee Structure]
- Payment Terms: [Specify Payment Terms]

Confidentiality

We agree to maintain confidentiality regarding any proprietary information shared during the course of our engagement.

Acceptance

To confirm your acceptance of this engagement, please sign and return a copy of this letter.

Thank you for choosing [Your Company Name] for your consulting needs. We look forward to working with you.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]

Acceptance of Engagement

Agreed and Accepted by:

[Client's Name]

[Client's Title]

[Date]