

Engagement Letter for Strategic Plan Review

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Organization]
[Your Address]
[City, State, Zip Code]

[Recipient Name]
[Recipient Position]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to confirm our engagement to conduct a review of the strategic plan for [Recipient Organization]. This review aims to assess the effectiveness of your current strategies and identify opportunities for improvement.

The scope of our engagement will include:

- Evaluation of existing strategic goals.
- Stakeholder consultation and feedback analysis.
- Benchmarking against industry best practices.
- Recommendations for strategic adjustments.

The timeline for this engagement will be from [Start Date] to [End Date], with key deliverables including a comprehensive report and a presentation of findings.

Please confirm your acceptance of this engagement by signing and returning a copy of this letter. We look forward to collaborating with you to enhance your strategic planning efforts.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]

Accepted by:

[Recipient Name]
[Recipient Position]

[Recipient Organization]

Signature

Date: _____