

Engagement Letter

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Subject: Engagement Letter for Community Health Project

Dear [Client's Name],

We are excited to confirm our engagement to assist you in the [Name of Community Health Project]. This project aims to [briefly describe the objective of the community health project].

Scope of Services

Our services will include:

- Conducting needs assessments
- Developing community health initiatives
- Implementing educational programs
- Evaluating project outcomes

Responsibilities

We will work collaboratively with your team to ensure the success of this project, and we encourage open communication throughout the process.

Timeline

The engagement will commence on [Start Date] and is expected to be completed by [End Date].

Fees

The total estimated fee for our services is [Insert Fee], which will be invoiced [monthly/at project milestones].

We look forward to working with you and making a positive impact in the community. Please sign below to indicate your acceptance of this engagement.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]

Acceptance

I, [Client's Name], accept the terms outlined in this engagement letter.

Signature: _____

Date: _____