

Engagement Letter for Lounge Amenity Evaluations

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are pleased to confirm our engagement to evaluate the lounge amenities at [Location/Property Name]. This letter outlines the scope of our evaluation, the associated fees, and the terms of our engagement.

Scope of Evaluation

Our evaluation will include the following:

- Review of current lounge amenities
- Stakeholder interviews and feedback collection
- Comparative analysis with industry standards
- Recommendations for improvements

Fees and Payment Terms

The fee for this engagement is [Insert Fee Structure]. Payment is due upon receipt of the final report.

Timeline

We anticipate starting the evaluation on [Start Date] and completing it by [End Date].

Thank you for the opportunity to work with you on this project. Please sign and return a copy of this letter to confirm your acceptance of the engagement terms.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]

Acceptance

I, [Client's Name], accept the terms outlined above and confirm our engagement.

Signature: _____ Date: _____