

Client Introductory Agreement

Date: [Insert Date]

To:

[Client's Name]
[Client's Address]
[City, State, Zip Code]

Dear [Client's Name],

We are pleased to confirm our agreement regarding the consultation services that will be provided by [Consultant's Name] of [Consultant's Company]. This letter serves as an introductory agreement between the parties involved.

Scope of Services

[Describe the specific consultation services to be provided]

Fees and Payment

The fees for the services rendered will be [insert fee structure], payable [insert payment terms].

Term of Agreement

This agreement will commence on [start date] and will continue until [end date or conditions for termination].

Confidentiality

Both parties agree to maintain the confidentiality of the information shared during this consultation.

Please sign and return a copy of this letter to indicate your acceptance of this agreement.

Sincerely,

[Consultant's Name]
[Consultant's Title]
[Consultant's Company]
[Contact Information]

Accepted and Agreed:

[Client's Name]

[Client's Title (if applicable)]

[Client's Company (if applicable)]

[Date]