

# Consultation Engagement Letter

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 provide consulting services to you. This letter serves to outline the terms and conditions of our relationship.

## Scope of Services

We will provide the following services during our engagement:

- [Service 1]

- [Service 2]

- [Service 3]

## Fees and Payment Terms

Our fee for the services provided will be [insert fee structure]. Payment is due [insert payment terms].

## Confidentiality

We will maintain the confidentiality of all information received during this engagement, subject to the exceptions outlined in our policies.

## Acceptance

If you agree to the terms outlined in this letter, please sign and return a copy to us. We look forward to working with you!

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]

Accepted by:

[Client's Name]

[Date]