

# Engagement Agreement

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 as outlined below:

## 1. Services

We will provide the following services:

[Describe services to be provided]

## 2. Duration

This agreement will commence on [Start Date] and will continue until [End Date].

## 3. Fees

The total fees for our services will be [Insert Amount]. Payments are due [Insert Payment Terms].

## 4. Confidentiality

Both parties agree to maintain confidentiality regarding any proprietary information shared during this engagement.

## Acceptance

If you agree to the terms outlined above, please sign and return this letter.

Thank you for the opportunity to work with you. We look forward to a productive engagement.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]

Accepted and Agreed:

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[Client's Name]

Date: \_\_\_\_\_