

Agreement Confirmation Letter

Date: [Insert Date]

To,

[Consultant's Name]

[Consultant's Address]

[City, State, ZIP Code]

Dear [Consultant's Name],

We are pleased to confirm our agreement regarding the consulting services you will provide to [Company Name]. This letter outlines the terms and conditions agreed upon:

Scope of Services

[Briefly describe the services to be provided]

Duration

The consulting services will commence on [Start Date] and will conclude on [End Date].

Compensation

You will be compensated at the rate of [Rate] per [Hour/Project/Month], with payment due [Payment Terms].

Confidentiality

Both parties agree to maintain the confidentiality of any proprietary information exchanged during this engagement.

We look forward to collaborating with you and believe this partnership will be mutually beneficial. Please sign a copy of this letter to confirm your acceptance of these terms.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Agreed and Accepted by:

[Consultant's Name]