

Consulting Engagement Acceptance Confirmation

Date: [Insert Date]

[Consultant's Name]
[Consultant's Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

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

Dear [Client's Name],

We are pleased to confirm our acceptance of the consulting engagement as discussed. This letter serves as a formal agreement between [Consultant's Name] and [Client's Company] for the provision of consulting services regarding [brief description of the project or service].

The scope of services includes, but is not limited to, the following:

1. [Service 1]
2. [Service 2]
3. [Service 3]

As agreed, the engagement will commence on [Start Date] and is expected to conclude by [End Date]. Our professional fee is set at [Fee Structure].

We appreciate the opportunity to work with you and look forward to contributing to the success of [Client's Company]. Please sign and return a copy of this letter to confirm your acceptance of the terms outlined above.

Sincerely,

[Consultant's Signature]
[Consultant's Name]
[Consultant's Title]

Agreed and Accepted:
[Client's Signature]
[Client's Name]

[Client's Title]
[Date]