

# Client Engagement Acceptance Letter

Date: [Insert Date]

[Client Name]

[Client Address]

[City, State, ZIP Code]

Dear [Client Name],

We are pleased to confirm our acceptance of your engagement for [describe services/products] as discussed during our recent meetings. Your trust in us to handle [describe scope of work] is deeply appreciated.

We aim to provide the highest level of service and support to meet your needs. Our team will begin work on [start date], and we will keep you updated on our progress throughout the project.

Thank you for choosing [Your Company Name]. We look forward to a successful partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]