

# Client Engagement Acknowledgment

Date: [Insert Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

Thank you for choosing [Your Company Name] for your [type of service]. We are excited to engage with you and look forward to working together to achieve your goals.

This letter serves to acknowledge our engagement and confirm the details we discussed:

- Services Offered: [List of Services]
- Project Timeline: [Start Date] to [End Date]
- Payment Terms: [Payment Details]

If you have any questions or require further clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email].

Thank you once again for this opportunity. We look forward to a successful collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email]