

# Client Engagement Agreement

Date: [Insert Date]

Client Name: [Insert Client Name]

Client Address: [Insert Client Address]

Dear [Client Name],

Thank you for choosing [Your Company Name] to assist you with [specific services]. We are pleased to outline the terms of our engagement as follows:

## 1. Scope of Services

[Detail the specific services to be provided]

## 2. Fees

The fees for our services will be [insert fee structure].

## 3. Payment Terms

Payments are due [insert payment due date or terms].

## 4. Duration

This agreement will commence on [start date] and will continue until [end date or conditions for termination].

## 5. Confidentiality

Both parties agree to maintain confidentiality regarding any proprietary information exchanged.

## 6. Acceptance

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

Thank you for your trust in our services. We look forward to a successful partnership.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Contact Information]

Accepted by:

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[Client Name]  
[Client Title or Position]  
[Date]