

Client Engagement Confirmation

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are pleased to confirm our engagement to provide [specific services] for you. This letter outlines the services we will offer and the terms of our engagement.

Scope of Services

[Briefly describe the services to be provided.]

Engagement Terms

The terms of our engagement are as follows:

- Start Date: [Insert Start Date]
- Duration: [Insert Duration]
- Fees: [Insert Fee Structure]

Confidentiality

We assure you that all information shared during our engagement will be kept confidential.

To proceed, please sign and return a copy of this letter by [Insert Deadline]. If you have any questions, feel free to reach out.

Thank you for choosing [Your Company Name]. We look forward to working with you.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email]

Accepted by:

[Client's Name]

Signature: _____ Date: _____