

Client Engagement Details

Dear [Client Name],

We are pleased to confirm our engagement regarding [Project/Service Description]. Below are the details of our engagement:

Engagement Overview

Scope of Work: [Brief description of services to be provided]

Timeline: [Start Date] to [End Date]

Team Members

- [Team Member Name] - [Role]
- [Team Member Name] - [Role]

Budget

Total Engagement Fee: \$[Amount]

Next Steps

Please review the details above and confirm your acceptance by signing below.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

Acceptance: _____ **Date:** _____