

# Engagement Letter

Date: [Insert Date]

[Your Organization's Name]

[Your Organization's Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Position]

[Funding Organization's Name]

[Funding Organization's Address]

[City, State, Zip Code]

**Dear [Recipient's Name],**

We are pleased to confirm our engagement to provide services related to the youth service funding grant you are offering. Our organization's mission aligns with the objectives of the funding, and we are excited about the opportunity to work together to support youth initiatives in our community.

## **Scope of Services**

Our engagement will involve the following services:

- Program Development and Implementation
- Financial Management and Reporting
- Monitoring and Evaluation
- Stakeholder Engagement

## **Funding Amount**

We anticipate an funding amount of [Insert Amount] to successfully carry out this project.

## **Time Frame**

The project is expected to commence on [Start Date] and conclude by [End Date].

We look forward to this partnership and are committed to achieving the goals set forth in this engagement. Please signify your agreement by signing below.

Sincerely,

[Your Name]

[Your Position]

[Your Organization's Name]

**Agreement**

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Signature

[Recipient's Name]

[Date]