

Maintenance Services Engagement Letter

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 maintenance services for your healthcare facility located at [Facility Address]. This letter outlines the terms of our engagement and the services we will provide.

Scope of Services

Our maintenance services will include, but are not limited to:

- Preventative maintenance
- Emergency repairs
- Regular inspections
- Facility improvements
- Compliance with healthcare regulations

Term of Agreement

This engagement will commence on [Start Date] and will continue for a period of [Duration] unless terminated by either party as per the conditions stated in the attached contract.

Fees

The fees for the services will be [insert fee structure], payable [insert payment terms].

Confidentiality

We will maintain the confidentiality of all information obtained during our engagement in accordance with HIPAA regulations and company policies.

If you agree with the terms outlined in this letter, please sign and return a copy to us by [Return Date]. We look forward to working with you to ensure your facility operates smoothly and efficiently.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]

Agreed and Accepted by:

[Client's Name]

[Client's Title]

[Client's Company]