

# Engagement Letter for Social Media Takeover

Date: \_\_\_\_\_

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to confirm our engagement with you for a social media takeover to promote [Brand/Company Name]. This letter outlines the terms of our agreement.

## Scope of Work

- Duration: [Start Date] to [End Date]
- Platforms: [List of Social Media Platforms]
- Deliverables: [Describe Content Type: posts, stories, etc.]

## Compensation

You will receive [Payment Amount] as compensation for your services, to be paid [Payment Terms].

## Confidentiality

Both parties agree to maintain confidentiality regarding any sensitive information exchanged during this engagement.

## Acceptance

If you agree to the terms outlined above, please sign below and return by [Return Date].

Thank you for your collaboration. We are excited to work together!

Sincerely,

[Your Name]

[Your Position]

[Your Company]

Accepted by: \_\_\_\_\_

Date: \_\_\_\_\_