

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 as your business consultants. This letter outlines the terms of our engagement and the services we will provide.

Scope of Services

We will provide you with the following services:

1. [Service 1]
2. [Service 2]
3. [Service 3]

Engagement Period

The engagement will commence on [Start Date] and is expected to conclude on [End Date]. This may be subject to extension upon mutual agreement.

Fees

Our fees will be based on [specify fee structure, e.g., hourly rate, flat fee, etc.]. A detailed schedule is included as an attachment.

Confidentiality

Both parties agree to maintain the confidentiality of information obtained during this engagement.

Acceptance

Please sign and return a copy of this letter to indicate your acceptance of the terms outlined herein.

Sincerely,

[Your Name]
[Your Title]
[Your Company]
[Your Contact Information]

Agreed and accepted by:

[Client's Name]
[Date]