

[Your Company Letterhead]

[Date]

[Client's Name]

[Client's Title]

[Client's Company]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

Subject: Engagement Letter for [Service/Project Name]

We are pleased to confirm our engagement with [Client's Company] to provide [brief description of services]. This letter outlines the terms, scope, and expectations of our collaboration.

1. ****Scope of Services****

We will provide the following services:

- [Service 1]

- [Service 2]

- [Service 3]

2. ****Timeline****

The expected timeline for the project is as follows:

- Start Date: [Start Date]

- Completion Date: [End Date]

3. ****Fees and Payment Terms****

Our fees for the services provided will be [fee structure]. Payment is due [payment terms].

4. ****Responsibilities****

[Client's Company] agrees to provide [any necessary client responsibilities].

5. ****Confidentiality****

Both parties agree to maintain confidentiality regarding proprietary information.

Please sign below to accept this engagement letter and initiate our collaboration. We look forward to working with you.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]

[Client's Acknowledgment]

I, [Client's Name], hereby accept the terms outlined in this letter.

Client Signature

Date: _____