

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Client's Name]
[Client's Address]
[City, State, Zip Code]

Dear [Client's Name],

Subject: Letter of Engagement for Chartered Global Accountant Services

I am pleased to confirm my engagement to provide Chartered Global Accountant (CGA) services to you. This letter outlines the terms and scope of our engagement.

****1. Services to be Provided:****

I will provide the following services:

- [Service 1]
- [Service 2]
- [Service 3]

****2. Responsibilities:****

- I will ensure that services are conducted in accordance with applicable standards and regulations.
- It is the client's responsibility to provide all necessary information and documentation in a timely manner.

****3. Fees:****

Our fees will be based on [hourly rate/flat fee] and will be billed [monthly/upon completion]. Any additional expenses incurred will be communicated and agreed upon in advance.

****4. Confidentiality:****

I will maintain strict confidentiality regarding all information shared during this engagement.

****5. Termination:****

Either party may terminate this engagement with [number of days] written notice.

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

Thank you for this opportunity to assist you.

Sincerely,

[Your Name]
[Your Title]

****Accepted by:****

[Client's Name]
[Client's Title]
[Date]