

[Your Name]
[Your Title]
[Your Department]
Grand Valley State University
[University Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],
Subject: Engagement Letter

We are pleased to confirm our engagement with [Recipient Organization] to provide [specific services] for the period from [start date] to [end date].

Scope of Services:

- [Detail the services to be provided]

Fees:

- Our fees will be [describe fee structure, any retainer, hourly rates, etc.].

Responsibilities:

- [Outline responsibilities of both parties]

Confidentiality:

- Both parties agree to maintain confidentiality regarding proprietary information.

We look forward to working together and are excited about the opportunity to contribute to your goals. Please confirm your acceptance of this engagement by signing below and returning a copy of this letter.

Sincerely,

[Your Name]
[Your Title]

I, [Recipient Name], accept the terms of the engagement as outlined above.

[Recipient Signature]

[Date]