

****[Your Company Letterhead]****

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

****[Client's Name]****

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

Dear [Client's Name],

****Re: IT Consultant Engagement Agreement****

This engagement letter outlines the terms and conditions under which [Your Company Name] will provide IT consulting services to [Client's Company Name].

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

We will provide the following services:

- [List specific services to be provided]

****2. Duration of Engagement****

This engagement will commence on [Start Date] and will continue until [End Date] unless terminated earlier in accordance with this agreement.

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

Our fees for these services will be [specify rate, e.g., hourly rate or flat fee]. Invoices will be sent [specify frequency] and are due within [number] days of receipt.

****4. Client Responsibilities****

[Client's Company Name] agrees to provide [list any required client responsibilities, such as access to systems, timely information, etc.].

****5. Confidentiality****

Both parties agree to maintain the confidentiality of any proprietary or sensitive information obtained during the engagement.

****6. Limitation of Liability****

Our liability for any claims arising from this engagement will be limited to [specify limitation].

If you agree to the terms provided in this letter, please sign and return a copy to indicate your acceptance.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]

****Agreed and Accepted****

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