

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

[Recipient Name]  
[Recipient Title]  
[KCSA Partners]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Letter of Engagement

We are pleased to engage KCSA Partners for [briefly describe the purpose, e.g., "strategic communications and public relations services"]. This letter serves to outline the terms and conditions of our engagement.

**\*\*Scope of Services:\*\***

1. [Detail specific services to be provided]
2. [Include any additional tasks or projects]

**\*\*Duration of Engagement:\*\***

This engagement will commence on [start date] and is expected to conclude on [end date], unless extended or terminated earlier as outlined below.

**\*\*Fees and Payment Terms:\*\***

- Our fee for the services will be [specify fee structure, e.g., hourly rate, flat fee].
- Invoicing will occur [specify frequency, e.g., monthly, quarterly], and payment will be due [specify terms, e.g., within 30 days of receipt of invoice].

**\*\*Confidentiality:\*\***

Both parties agree to maintain the confidentiality of all proprietary information exchanged during this engagement.

**\*\*Termination:\*\***

This agreement may be terminated by either party with written notice of [specify notice period, e.g., 30 days] for any reason.

We appreciate the opportunity to work together and look forward to a productive partnership. Please confirm your acceptance of these terms by signing below.

Sincerely,

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

Acknowledged and agreed to:

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[Recipient Name]  
[Recipient Title]

KCSA Partners

Date: \_\_\_\_\_