

[Your Company Letterhead]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Client Name]

[Client Company Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

Subject: Letter of Engagement

We are pleased to confirm our engagement to provide [describe the services you will provide] for [Client Company Name]. This letter outlines the terms of our engagement.

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

We will provide the following services:

- [Service 1]

- [Service 2]

- [Service 3]

2. ****Fees****

Our fees for these services will be [specify your fee structure].

3. ****Timeline****

The expected timeline for the project is as follows:

- Start Date: [Start Date]

- End Date: [End Date]

4. ****Responsibilities****

- [Your Company Name] will be responsible for [list responsibilities].

- [Client Company Name] will be responsible for [list responsibilities].

5. ****Confidentiality****

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

6. ****Termination****

This agreement may be terminated by either party with [number] days written notice.

Please sign and return a copy of this letter to indicate your acceptance of the terms outlined above. We look forward to working with you.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

Accepted by:

[Client Name]

[Client Title]

[Client Company Name]

[Date]