

[Your Firm's Letterhead]

[Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

**\*\*Subject: Engagement Letter for [Project/Service Description]\*\***

We are pleased to confirm our understanding of the services we will provide for you in connection with [brief description of the services, e.g., auditing, tax preparation, consulting, etc.]. This letter outlines the scope, nature, and terms of our engagement.

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

We will perform the following services:

- [Service 1]

- [Service 2]

- [Service 3]

**\*\*2. Responsibilities\*\***

Your responsibilities will include:

- Providing access to all necessary documents and information.

- Ensuring the accuracy and completeness of the information provided.

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

Our fees will be [describe fee structure, e.g., hourly rate, flat fee, etc.], and payment will be due [payment terms, e.g., upon invoice, within 30 days, etc.].

**\*\*4. Confidentiality\*\***

We will maintain the confidentiality of your information as required by law and ethical standards.

**\*\*5. Termination\*\***

Either party may terminate this engagement with written notice under the specified conditions outlined in the attached terms.

Please signify your acceptance of the terms of this engagement by signing and returning a copy of this letter.

Thank you for the opportunity to work with you. We look forward to a successful collaboration.

Sincerely,

[Your Name]

[Your Title]

[Your Firm's Name]

\*Accepted and Agreed:\*

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[Client's Name]

[Date]

[Optional Attachments: Specific terms, conditions, or additional information relevant to the engagement]