

[Your Company Letterhead]

[Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

Re: Engagement Letter for Services Rendered

We are pleased to confirm our engagement to provide [describe services, e.g., consulting, accounting, legal] services to you. 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 and Billing****

Our fees for these services will be billed at [rate, e.g., hourly rate, flat fee]. Invoices will be issued [monthly/upon completion of services] and are payable within [number of days, e.g., 30 days] of receipt.

3. ****Responsibilities****

Your responsibilities will include providing all necessary information and documentation required for us to perform our services.

4. ****Confidentiality****

We will maintain the confidentiality of your information, except as required by law or with your consent.

5. ****Termination****

Either party may terminate this engagement with written notice of [number of days, e.g., 30 days].

If you agree with the terms of this engagement, please sign and return a copy of this letter.

Thank you for choosing JJ Morgan. We look forward to working with you.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

Agreed and Accepted:

[Client's Name]

[Date]

[J.J. Morgan]

[Date]