

[Your Company Letterhead]

[Date]

[Client's Name]

[Client's Company]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

RE: LETTER OF ENGAGEMENT FOR VIRTUAL REALITY SERVICES

We are pleased to confirm our engagement with [Client's Company] to provide virtual reality (VR) services as outlined below. This letter serves as the official agreement between [Your Company] and [Client's Company].

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

We will provide the following VR services:

- [Service 1: e.g., VR content development]
- [Service 2: e.g., VR experience design]
- [Service 3: e.g., VR equipment provision]

**\*\*2. Timeline\*\***

The project is expected to commence on [start date] and conclude by [end date].

**\*\*3. Fees\*\***

Our fees for the engagement are as follows:

- [Detailed fee structure or payment terms]

**\*\*4. Responsibilities\*\***

- [Your Company] will be responsible for [list responsibilities].
- [Client's Company] will be responsible for [list client responsibilities].

**\*\*5. Confidentiality\*\***

Both parties agree to maintain confidentiality regarding any proprietary information shared during the engagement.

**\*\*6. Acceptance\*\***

To confirm your acceptance of this letter and the terms outlined herein, please sign and return a copy.

We look forward to working with you and creating innovative VR experiences that meet your needs.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]

**\*\*Accepted by:\*\***

[Client's Name]

[Client's Title]

[Client's Company]

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[Signature]

[Date]