

[Your Name]
[Your Position]
[Your Organization]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Client's Name]
[Client's Position]
[Client's Organization]
[Client's Address]
[Client's City, State, Zip Code]

Dear [Client's Name],

Subject: Engagement Letter

We are pleased to confirm our understanding of the services we will provide to [Client's Organization]. This letter outlines the terms and objectives of our engagement.

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

[Detail the services you will provide]

2. ****Timeline****

[Specify the duration of the engagement and key dates]

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

[Outline the fee structure and payment schedule]

4. ****Responsibilities****

[List the responsibilities of both parties]

5. ****Confidentiality****

[Mention any confidentiality agreements or expectations]

6. ****Termination****

[State the terms for terminating the agreement]

We appreciate the opportunity to work with [Client's Organization] and are confident in our ability to deliver exceptional service. Please sign and return a copy of this letter to indicate your acceptance of these terms.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Position]

Accepted and Agreed:

[Client's Signature]
[Client's Printed Name]
[Client's Position]
[Date]