

[Your Company Letterhead]

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

**\*\*Letter of Engagement\*\***

We are pleased to confirm our engagement as your advisors for providing accounting services using Xero. This letter outlines the scope of our work and the terms of our engagement.

**\*\*Scope of Services:\*\***

1. **\*\*Accounting Services:\*\***

- Setup and configuration of Xero accounting software.
- Ongoing management of financial records.
- Monthly financial reporting.

2. **\*\*Consultation:\*\***

- Regular meetings to discuss financial performance and strategy.
- Training sessions on how to use Xero effectively.

3. **\*\*Support:\*\***

- Ongoing technical support related to Xero usage.

**\*\*Fees:\*\***

Our fees for the above services will be based on [hourly rate/fixed fee], and will be billed [monthly/quarterly]. Any additional services outside the scope will be discussed and agreed upon prior to initiation.

**\*\*Terms and Conditions:\*\***

- This engagement begins on [start date] and will continue until terminated by either party with [notice period].
- Payment is due upon receipt of the invoice.

Please confirm your acceptance of the terms outlined in this letter by signing below and returning a copy to us.

We look forward to working with you.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Phone Number]

[Email Address]

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

[Client Name]

[Client Signature]

[Date]

[Optional: Additional Terms and Conditions]