

[Your Company Letterhead]

[Date]

[Client's Name]

[Client's Title]

[Client's Company]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

RE: LETTER OF ENGAGEMENT

We are pleased to confirm our engagement to provide [specific services] for [Client's Company]. This letter outlines the scope of our engagement, the responsibilities of both parties, and the terms under which our services will be provided.

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

We will provide the following services:

- [Service 1]

- [Service 2]

- [Service 3]

****2. Responsibilities****

- Our Responsibilities:

- [Responsibility 1]

- [Responsibility 2]

- Your Responsibilities:

- [Responsibility 1]

- [Responsibility 2]

****3. Timeline and Deliverables****

The anticipated timeline for our engagement is as follows:

- Start Date: [Start Date]

- Key Deliverables:

- [Deliverable 1] due by [Date]

- [Deliverable 2] due by [Date]

****4. Fees and Payment Terms****

Our fees for the services rendered will be structured as follows:

- [Fee Structure]

- Payment Terms: [Payment Terms]

****5. Confidentiality****

Both parties agree to maintain confidentiality regarding all proprietary information exchanged during this engagement.

****6. Termination****

This engagement may be terminated by either party with [number of days] notice in writing.

Please sign and return a copy of this letter to indicate your acceptance of the terms outlined herein. We look forward to collaborating with [Client's Company] and are excited about the opportunity to support your objectives.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]

****Accepted by:****

[Client's Name]

[Client's Title]

[Client's Company]
[Date]