

[Your Company Letterhead]

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

Subject: Client Engagement Letter

We are pleased to have the opportunity to work with you and assist you in [briefly describe the project or service, e.g., "enhancing your digital marketing strategy"]. This letter outlines the scope of our services and the terms of our engagement.

****Scope of Services****

We will provide the following services:

- [Service 1]

- [Service 2]

- [Service 3]

****Duration****

Our engagement will commence on [start date] and is expected to conclude on [end date], unless extended by mutual agreement.

****Fees****

The fees for our services will be as follows:

- [Fee structure, e.g., hourly rate, project fee]

- [Payment terms, e.g., deposit required, payment schedule]

****Responsibilities****

You agree to:

- Provide all necessary information and documentation required for us to perform our services.

- Designate a primary contact for communication regarding the engagement.

****Confidentiality****

We commit to maintaining the confidentiality of your information.

If the terms outlined are acceptable, please sign and return a copy of this letter.

We look forward to a successful collaboration.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

Acknowledged and agreed by:

[Client Name]

[Client Title]

[Date]

*Signature: _____ *