

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

[Partner's Name]
[Partner's Firm/Company Name]
[Partner's Address]
[City, State, Zip Code]

Dear [Partner's Name],

****Re: Engagement Letter for Partnership Services****

We are pleased to confirm our understanding of the services we will provide to you as a partner. This engagement letter outlines the terms and conditions of our partnership.

****1. Services****

We will provide the following services:

- [Describe services to be provided]
- [Include any specific projects or areas of focus]

****2. Responsibilities of Each Party****

- Your responsibilities:
 - [List responsibilities of the partner]
- Our responsibilities:
 - [List responsibilities of your firm]

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

Our fees for the services provided will be [specify fee structure, e.g., hourly rate, flat fee, etc.]. Payment is due [specify payment terms, e.g., upon receipt, net 30 days, etc.].

****4. Duration of Engagement****

This engagement will commence on [start date] and will continue until [end date or upon completion of services].

****5. Confidentiality****

Both parties agree to maintain confidentiality regarding all proprietary information shared during the course of this engagement.

****6. Termination****

Either party may terminate this agreement with written notice of [specify notice period, e.g., 30 days].

If you agree with the terms outlined above, please sign and return a copy of this letter.

We look forward to a successful partnership.

Sincerely,

[Your Name]
[Your Title]
[Your Firm's Name]

****Acknowledged and Agreed:****

[Partner's Name]
[Date]