

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

Dear [Recipient's Name],

Subject: Letter of Engagement for NNPI

We are pleased to confirm our engagement with [Recipient's Company/Organization] for [describe the specific project or service related to NNPI]. This letter outlines the terms and conditions of our engagement.

****Scope of Services****

[Detailed description of services to be provided]

****Engagement Timeline****

The engagement will commence on [start date] and is expected to conclude by [end date]. Please refer to the attached timeline for key milestones.

****Fees and Payment Terms****

The total fee for this engagement will be [fee amount]. Payment will be due as follows: [payment schedule].

****Responsibilities****

[Your Company/Organization] will be responsible for [list responsibilities].

[Recipient's Company/Organization] will be responsible for [list responsibilities].

****Confidentiality****

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

****Acceptance****

Please indicate your acceptance of this engagement by signing below and returning a copy of this letter by [return date].

We look forward to working together and appreciate the trust you have placed in us.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

****Accepted by:****

[Recipient's Signature]

[Recipient's Printed Name]

[Recipient's Position]

[Date]

[Attachments: Timeline, Additional Terms, etc.]