

[Your Company Letterhead]

[Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

Subject: Engagement Letter for Oyster Supply and Services

We are pleased to confirm our engagement to provide oyster supply and related services for [Client's Company Name]. This letter outlines the scope of our services, expectations, and terms of the engagement.

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

- Supply of live oysters and related seafood products
- Quality control and freshness assurance
- Delivery logistics and scheduling
- Consultation on oyster handling and preparation

****Duration of Engagement:****

This engagement will be effective from [start date] to [end date], with the possibility of renewal upon mutual agreement.

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

- Total estimated cost: [Total Amount]
- Payment due within [X] days of invoice date

****Responsibilities:****

- [Your Company Name] shall ensure timely delivery and quality assurance of oysters.

- [Client's Company Name] shall provide access to necessary facilities for delivery and storage.

Please sign and return a copy of this letter to indicate your acceptance of the terms outlined herein.

We look forward to working with you!

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]

[Client's Signature] _____

[Date] _____