

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

Dear [Client's Name],

Subject: Consulting Services Contract

I am pleased to confirm our agreement for consulting services as discussed. Below are the terms of our engagement:

1. **\*\*Services Provided\*\***: [Brief description of services]
2. **\*\*Duration\*\***: [Start date] to [End date]
3. **\*\*Compensation\*\***: [Fee structure and payment terms]
4. **\*\*Confidentiality\*\***: [Brief confidentiality clause]
5. **\*\*Termination\*\***: [Termination terms]

Please sign and return a copy of this letter to indicate your acceptance of these terms.

Thank you for the opportunity to work together.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

-----

I, [Client's Name], accept the terms outlined above.

[Client's Signature]

[Date]