

# Business Management Consulting Engagement Letter

Date: \_\_\_\_\_

To: [Client Name]

[Client Address]

## Subject: Engagement Letter for Management Consulting Services

Dear [Client Contact Name],

This letter confirms the terms of engagement between [Consulting Firm Name] ("Consultant") and [Client Name] ("Client") for business management consulting services.

## Scope of Services

Consultant will provide the following services:

[Brief description of services, e.g., business strategy analysis, operational improvements, financial advisory, etc.]

## Term of Engagement

The engagement will commence on [Start Date] and shall continue until [End Date/Completion of Services], unless terminated earlier in accordance with the terms herein.

## Fees and Payment Terms

Fees for the services will be [Fee structure, e.g., hourly rate, project-based fee, retainer, etc.]. Invoices are payable within [number] days of receipt.

## Confidentiality

Consultant agrees to maintain the confidentiality of all confidential information received in connection with this engagement.

## Limitation of Liability

Consultant's liability to Client shall not exceed the total amount paid by Client for the services rendered under this agreement.

## Termination

Either party may terminate this engagement with written notice. Upon termination, Client shall pay for all services rendered up to the date of termination.

## Acceptance

Please sign below to confirm acceptance of the terms outlined above.

Accepted and agreed by:

\_\_\_\_\_

[Client Name & Title]

\_\_\_\_\_

[Consulting Firm Name & Title]