

# Environmental Consulting Engagement Letter

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

To: [Client Name]

[Client Address]

[City, State ZIP]

From: [Consultant Name]

[Consultant Firm Name]

[Consultant Address]

[City, State ZIP]

## Subject: Engagement for Environmental Consulting Services

Dear [Client Name],

This letter confirms our agreement for the provision of environmental consulting services as outlined below. The following sets forth the terms and scope of this engagement.

### Scope of Services

The Consultant will provide the following services:

- [Service 1 Description]
- [Service 2 Description]
- [Service 3 Description]
- Other services as mutually agreed in writing.

### Timeline

The services will commence on or about [Start Date] and are anticipated to be completed by [End Date], unless terminated earlier as provided herein.

### Fees and Payment

Professional fees for the above services are as follows:

- [Hourly rate OR Lump sum fee]
- Expenses, if any, will be billed at cost.
- Invoices are payable within [number] days of receipt.

### Terms and Conditions

- All work will be conducted in accordance with applicable laws and industry standards.
- Either party may terminate this agreement with [number] days' written notice.
- Ownership of deliverables and confidentiality clauses apply as outlined in the attached terms.

If the terms described above are acceptable, please sign and return a copy of this letter as your authorization to proceed.

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Consultant Signature

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

[Consultant Name and Title]

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Client Signature  
Date: \_\_\_\_\_

[Client Name and Title]