

# Consulting Engagement Letter

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

To:

[Client Name]

[Client Address]

Dear [Client Name],

This letter confirms our agreement for Project Management Consulting Services between **[Consulting Firm Name]** ("Consultant") and **[Client Name]** ("Client"). The terms of this engagement are as follows:

## 1. Scope of Services

Consultant will provide the following project management consulting services:

- [Description of Service 1]
- [Description of Service 2]
- [Description of Service 3]

## 2. Timeline

The engagement will commence on [Start Date] and is expected to conclude by [End Date], unless extended by mutual agreement.

## 3. Fees & Payment

Consulting fees will be [Fee Structure, e.g., hourly, fixed fee, etc.], billed as follows:

- [Payment Terms]
- [Invoice Schedule]

## 4. Confidentiality

Consultant agrees to maintain the confidentiality of all proprietary information obtained in connection with this engagement.

## 5. Termination

Either party may terminate this engagement with [Notice Period] days written notice.

## 6. Acceptance

Please sign below to indicate your acceptance of the terms outlined above.

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Authorized Signature, [Consulting Firm Name]

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Authorized Signature, [Client Name]