

# Strategic Consulting Engagement Letter

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

To:

[Client Name]

[Client Address]

## Subject: Strategic Consulting Engagement

Dear [Client Name],

This letter confirms the terms and objectives of our engagement, and outlines the nature and limitations of the services that [Consulting Firm Name] will provide to [Client Name].

### 1. Scope of Services

[Consulting Firm Name] will provide the following consulting services:

- [Brief Description of Strategic Consulting Services]
- [Additional Services (if any)]

### 2. Deliverables and Timeline

Our deliverables will include:

- [List of Key Deliverables]

The engagement is expected to commence on \_\_\_\_\_ and conclude by \_\_\_\_\_.

### 3. Fees & Payment Terms

Our fees for the services above shall be [Fee Structure â€” e.g., flat fee, hourly rate, retainer]. Payment shall be made according to the following schedule:

[Payment Terms/Schedule]

### 4. Confidentiality

Both parties agree to keep confidential all non-public information exchanged in connection with this engagement except as required by law.

### 5. Termination

Either party may terminate this agreement by providing [Number] daysâ€™ written notice. Fees for work completed up to the termination date will be payable by [Client Name].

### 6. Acceptance

Please sign below to confirm your agreement to the terms set forth in this letter.

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[Client Name],  
[Title], [Client Organization]

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[Consultant Name],  
[Title], [Consulting Firm Name]