

Engagement Letter

Date: _____

To: [Client Name / Company]

Address: _____

1. Introduction

This letter confirms our understanding of the services [Firm Name] will provide to [Client Name].

2. Scope of Services

- Service 1 Description
- Service 2 Description
- Additional agreed-upon services as outlined below.

3. Responsibilities

1. **Our Responsibilities:** Provide the services listed under Scope of Services.
2. **Your Responsibilities:** Supply necessary information, documents, and access as required.

4. Fees and Billing Arrangements

Our fees for these services will be [Fee Structure, e.g., hourly rates, fixed fee]. Invoices will be issued [monthly/upon completion], and payment is due within [number] days.

5. Confidentiality

All information received will be treated as confidential and will not be disclosed without your consent, except as required by law.

6. Term and Termination

This agreement will commence upon acceptance and will continue until services are completed unless terminated by either party with written notice.

7. Acceptance

Please sign and return a copy of this letter to confirm your agreement to the terms outlined above.

Accepted and agreed by:

[Client Signature]

Date: _____

[Firm Representative Signature]

Date: _____