

Engagement Letter Format - Template

[Your Name]

[Your Title or Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Client's Name]

[Client's Company Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

Re: Engagement Letter for [Describe the nature of the engagement]

We are delighted to confirm our engagement with [Client's Company Name] for the provision of [Describe the services or scope of work]. This engagement will commence on [Start Date] and will continue until [End Date] unless terminated earlier by mutual agreement.

Scope of Services: [Provide a detailed description of the services to be provided, including deliverables, milestones, and any specific responsibilities of both parties.]

Fees and Payment Terms: [Specify the fee structure, including hourly rates, flat fees, or any other agreed-upon method of compensation. Outline the payment schedule and any additional costs or expenses.]

Term and Termination: [Define the duration of the engagement and the conditions under which either party may terminate the agreement. Include any notice periods required.]

Confidentiality: [Highlight the importance of confidentiality and specify how both parties will handle confidential information during the engagement.]

Ownership of Work Product: [Specify the ownership rights of any work product or deliverables produced during the engagement.]

Insurance: [Specify any insurance requirements, including professional liability insurance, that either party must maintain during the engagement.]

Governing Law: [Identify the governing law that will apply to the engagement and any dispute resolution mechanisms agreed upon.]

We believe this engagement will be mutually beneficial, and we look forward to a successful collaboration. If you have any questions or concerns, please feel free to contact us.

Kind regards,

[Your Full Name]

[Your Signature, if sending a hard copy]