

[Date]

[Contractor Name]

[Contractor Address]

[City, State, Zip Code]

Re: Engagement for Services - Sponsored by [Third-Party Payor Name]

Dear [Contractor Name],

This letter confirms the agreement between [Company Name] ("Company") and [Contractor Name] ("Contractor") for the performance of professional services. This engagement is facilitated and funded by [Third-Party Payor Name] ("Sponsor").

1. Scope of Work

Contractor agrees to perform the following services: [Detailed description of services].

2. Term

The services shall commence on [Start Date] and shall be completed by [End Date], unless terminated earlier in accordance with this agreement.

3. Payment and Sponsorship

The Contractor acknowledges that compensation for services rendered under this agreement is provided by the Sponsor.

- **Total Fee:** \$[Amount]
- **Invoicing:** Invoices shall be submitted to [Company/Sponsor Name] on a [Monthly/Milestone] basis.
- **Payment Terms:** Payment will be issued within [Number] days of invoice approval, subject to the disbursement of funds from the Sponsor.

4. Independent Contractor Status

Contractor is an independent contractor and is not an employee of the Company or the Sponsor. Contractor is solely responsible for all taxes, insurance, and professional expenses incurred in the performance of the services.

5. Confidentiality and Intellectual Property

Contractor agrees to keep all proprietary information confidential. Any work product created during this engagement shall be the property of [Company/Sponsor Name] upon full payment of fees.

6. Termination

Either party may terminate this agreement with [Number] days' written notice. In the event the Sponsor withdraws funding, the Company reserves the right to terminate this engagement immediately.

Please sign below to indicate your acceptance of these terms.

Sincerely,

[Authorized Signature]

[Name and Title]

[Company Name]

Accepted and Agreed:

Signature: _____

Date: _____

[Contractor Name]