

## **ENGAGEMENT LETTER**

**Date:** [Insert Date]

### **BETWEEN:**

**[Full Legal Name of Service Provider/Firm]**

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

(Hereinafter referred to as the "Firm")

### **AND:**

**[Full Legal Name of Client]**

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

(Hereinafter referred to as the "Client")

**RE: [Subject Matter or Project Name]**

Dear [Name of Client Representative],

This letter confirms the agreement between the Firm and the Client. The purpose of this document is to set forth the terms and conditions under which the Firm will provide services to the Client.