

To: [Company Name / Professional Name]

Date: [Date]

Subject: Acceptance of Engagement Letter

Dear [Name of Contact Person],

I/We acknowledge receipt of the Engagement Letter dated [Date of Letter] outlining the terms and conditions under which [Company Name] will provide [Type of Services, e.g., Accounting/Legal/Consulting] services to [Client Name].

I/We have read, understood, and hereby agree to the terms, scope of work, and fee structures as described in the aforementioned letter.

This document serves as our formal acceptance of the engagement.

Client Signature: _____

Printed Name: [Name of Authorized Signatory]

Title/Position: [Title]

Date Signed: [Date]

Accepted on behalf of [Company Name] by:

Signature: _____

Printed Name: [Name of Professional]

Date: [Date]