

**Date:** [Insert Date]

**Client Name:** [Insert Client Name]

**Address:** [Insert Client Address]

# **RE: Engagement for Permanent Residency Visa Application**

Dear [Client Name],

This letter confirms that [Company/Firm Name] has been engaged to provide professional services regarding your application for Permanent Residency in [Country Name].

## **1. Scope of Services**

We agree to provide the following services:

- Assessment of eligibility for Permanent Residency.
- Guidance on required documentation and evidence.
- Preparation and submission of the formal application.
- Liaison with immigration authorities on your behalf.

## **2. Fees and Payments**

The total professional fee for this service is [Insert Amount]. A deposit of [Insert Amount] is required before work commences. The remaining balance is due [Insert Terms, e.g., upon submission of the application].

## **3. Client Responsibilities**

You agree to provide all requested documents promptly and ensure that all information provided is truthful and accurate. Delays in document provision may affect application timelines.

## **4. No Guarantee of Outcome**

While we will use our best professional efforts, the final decision regarding your Permanent Residency lies solely with the government authorities. We cannot guarantee a successful outcome.

## **5. Termination**

Either party may terminate this agreement with written notice. In the event of termination, fees for work already performed will be retained.

Please sign and return a copy of this letter to indicate your acceptance of these terms.

Sincerely,

[Your Name/Authorized Signatory]

[Your Title]

[Company Name]

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**Client Acceptance:**

I, [Client Name], accept the terms and conditions outlined above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_