

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Engagement for Corporate Reorganization and Structuring Services

Dear [Client Contact Name],

This letter confirms the engagement of [Consulting/Law/Accounting Firm Name] ("the Firm") by [Client Company Name] ("the Client") to provide professional services regarding corporate reorganization and structuring.

1. Scope of Services

The Firm will provide the following services:

- Review of current corporate structure and legal entities.
- Analysis of proposed reorganization strategies (e.g., mergers, spin-offs, or entity conversions).
- Preparation of structural diagrams and implementation roadmaps.
- Drafting of required corporate resolutions and internal documentation.
- Coordination with tax and regulatory advisors as necessary.

2. Fees and Billing

Professional fees for this engagement will be based on [Hourly Rates / A Fixed Fee of \$_____]. Out-of-pocket expenses including filing fees, travel, and administrative costs will be billed at cost. Invoices will be issued [Monthly / Upon Completion] and are payable within [Number] days.

3. Client Responsibilities

The Client agrees to provide all necessary financial records, organizational documents, and access to management personnel required to perform the services. The accuracy of the information provided is the responsibility of the Client.

4. Confidentiality

Both parties agree to maintain the confidentiality of all proprietary and sensitive information exchanged during this engagement, except as required by law.

5. Limitation of Liability

The Firm's liability for any claims arising out of this engagement shall be limited to the total amount of fees paid by the Client for these services.

6. Termination

Either party may terminate this engagement upon [Number] days' written notice. The Client shall remain responsible for all fees and expenses incurred up to the date of termination.

Please acknowledge your acceptance of these terms by signing below and returning a copy to us.

Sincerely,

[Your Name/Partner Name]

[Firm Name]

Accepted and Agreed:

Signature: _____

Name: [Authorized Signatory Name]

Title: [Title]

Date: _____