

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Engagement for Holding Company Structuring Services

Dear [Client Name],

This letter confirms the terms and conditions upon which [Consulting/Law/Accounting Firm Name] ("the Firm") will provide professional services to [Client Name] ("the Client") regarding the design and implementation of a holding company structure.

1. Scope of Services

The Firm will provide the following services:

- Review of current business entity structure and ownership.
- Analysis of tax implications and asset protection benefits of a holding company.
- Drafting of organizational documents for the new holding company and subsidiaries.
- Coordination of the transfer of assets or equity interests.
- Provision of a final summary report detailing the new corporate hierarchy.

2. Fees and Payment Terms

The fee for these services is estimated at [Amount]. A retainer of [Amount] is required upon execution of this letter. Invoices will be issued [Monthly/Upon Completion] and are payable within [Number] days of receipt.

3. Client Responsibilities

The Client agrees to provide all necessary financial records, existing legal agreements, and corporate data required to complete the structuring in a timely manner.

4. Confidentiality

The Firm will maintain the confidentiality of all non-public information received from the Client during the course of this engagement.

5. Limitation of Liability

The Firm's liability for any claim 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 at any time upon written notice. The Client shall be responsible for fees incurred up to the date of termination.

Please indicate your acceptance of these terms by signing below.

Sincerely,

[Your Name/Partner Name]

[Title]

[Firm Name]

Accepted and Agreed:

Signature: _____

Name: **[Client Representative Name]**

Date: _____