[Your Accounting Firm's Letterhead]

[Date]

[Client Name]

[Client Address]

[City, State, Postcode]

Dear [Client Name],

Re: **Engagement Letter for [Description of Services]**

We are pleased to confirm our understanding of the services we are to provide to [Client Name] and the terms and conditions that will apply to our engagement.

**Scope of Services:**

We will provide the following services:

[Description of services, including any limitations]

**Our Responsibilities:**

In providing our services, we will:

Exercise due professional care in accordance with applicable professional standards.

Keep you informed about the progress of our work and any issues that arise.

Provide you with professional advice and guidance where appropriate.

**Your Responsibilities:**

To enable us to provide our services, you agree to:

Provide us with all necessary information and access to records as required.

Inform us of any changes in your circumstances that may affect our services.

**Fees:**

Our fees for the services provided will be based on [hourly rates, fixed fee, etc.], as outlined in the attached fee schedule.

**Payment Terms:**

Payment is due [upon receipt of invoice/within 30 days, etc.].

**Terms of Engagement:**

This engagement will commence on [start date] and will continue until [end date], unless terminated earlier by either party in accordance with the termination clause outlined below.

**Termination:**

Either party may terminate this engagement by providing [number of days] days written notice.

If you agree to the terms outlined in this letter, please sign and return the enclosed copy.

Yours sincerely,

[Your Name]

[Your Title]

[Your Accounting Firm Name]

I/we accept the terms of this engagement:

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