**Letter of Engagement**

**Between** **[Company Name] and [Client Name]**

**[Date]**

**1. Introduction**

[State the purpose of the proposal and reference any previous discussions or meetings]

**2. Background**

[Provide a description of the project as described by the client]

**3. Objectives**

1. [Project Objective]
2. [Project Objective]
3. [Project Objective]
4. [Project Objective]
5. [Project Objective]

**4. Scope**

[Outline what areas of work will be covered by the consultant in this engagement, as well as what areas will not]

4.1 [Company Name] will:

1. [Project Activity]
2. [Project Activity]
3. [Project Activity]
4. [Project Activity]
5. [Project Activity]

4.2 [Client Name] will:

1. [Project Activity]
2. [Project Activity]
3. [Project Activity]
4. [Project Activity]
5. [Project Activity]

**5. Approach**

[Summarise your project approach]

**6. Time Plan**

[Outline the project timeline and key deliverable deadlines]

**7. Key Personnel**

[Provide a description of project leadership and team members]

**8. Fees**

[Provide an outline of fees and billing procedures]

**9. Other Issues**

[Discuss any other issues of concern to either the client or consultant]

**10. Conclusion**

[Emphasize your interest in the project, provide contact details and list next steps]

**11. Agreement**

Please acknowledge your entry into this agreement by signing and returning the enclosed copy of this agreement to us.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For, and on behalf of, [Client Name]

Signed and agreed on \_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For, and on behalf of, [Company Name]

Signed and agreed on \_\_\_\_\_\_\_\_\_\_\_