**Simple Engagement Letter Sample 1**

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Date]

[Client's Name]  
[Client's Address]  
[City, State, ZIP Code]

**Dear [Client's Name],**

This letter is to confirm our agreement for web design services. The terms of our engagement are as follows:

**Services Provided**  
We will provide the following services:

1. Website design
2. Content creation
3. SEO optimization

**Payment Terms**  
The total cost for these services is $2,000. Payment is due by the 15th of each month.

**Responsibilities**  
We will design and optimize your website. You need to provide content and images by the 10th of each month.

**Duration**  
This agreement will begin on August 1st and end on December 31st.

**Signatures**  
Please sign below to indicate your acceptance of these terms.

**Sincerely,**  
[Your Name]  
[Your Title]  
[Your Company Name]

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

**Simple Engagement Letter Sample 2**

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Date]

[Client's Name]  
[Client's Address]  
[City, State, ZIP Code]

**Dear [Client's Name],**

This letter is to confirm our agreement for tax preparation services. The terms of our engagement are as follows:

**Services Provided**  
We will provide the following services:

1. Annual tax filing
2. Quarterly tax estimates
3. Tax consultation

**Payment Terms**  
The total cost for these services is $1,500. Payment is due by April 15th.

**Responsibilities**  
We will prepare and file your taxes. You need to provide all necessary documents by March 1st.

**Duration**  
This agreement will begin on January 1st and end on December 31st.

**Signatures**  
Please sign below to indicate your acceptance of these terms.

**Sincerely,**  
[Your Name]  
[Your Title]  
[Your Company Name]

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

**Simple Engagement Letter Sample 3**

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Date]

[Client's Name]  
[Client's Address]  
[City, State, ZIP Code]

**Dear [Client's Name],**

This letter is to confirm our agreement for legal consulting services. The terms of our engagement are as follows:

**Services Provided**  
We will provide the following services:

1. Contract review
2. Legal advice
3. Document preparation

**Payment Terms**  
The total cost for these services is $3,000. Payment is due upon completion.

**Responsibilities**  
We will review your contracts and provide advice. You need to provide all relevant documents.

**Duration**  
This agreement will begin on July 1st and end on December 31st.

**Signatures**  
Please sign below to indicate your acceptance of these terms.

**Sincerely,**  
[Your Name]  
[Your Title]  
[Your Company Name]

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

**Simple Engagement Letter Sample 4**

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Date]

[Client's Name]  
[Client's Address]  
[City, State, ZIP Code]

**Dear [Client's Name],**

This letter is to confirm our agreement for marketing services. The terms of our engagement are as follows:

**Services Provided**  
We will provide the following services:

1. Social media management
2. Email marketing
3. Content creation

**Payment Terms**  
The total cost for these services is $2,500. Payment is due by the 1st of each month.

**Responsibilities**  
We will manage your social media accounts and create content. You need to approve the content calendar.

**Duration**  
This agreement will begin on September 1st and end on February 28th.

**Signatures**  
Please sign below to indicate your acceptance of these terms.

**Sincerely,**  
[Your Name]  
[Your Title]  
[Your Company Name]

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

**Simple Engagement Letter Sample 5**

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Date]

[Client's Name]  
[Client's Address]  
[City, State, ZIP Code]

**Dear [Client's Name],**

This letter is to confirm our agreement for graphic design services. The terms of our engagement are as follows:

**Services Provided**  
We will provide the following services:

1. Logo design
2. Brochure design
3. Business card design

**Payment Terms**  
The total cost for these services is $1,200. Payment is due upon delivery of the final designs.

**Responsibilities**  
We will design your logo and marketing materials. You need to provide feedback and approvals.

**Duration**  
This agreement will begin on October 1st and end on December 31st.

**Signatures**  
Please sign below to indicate your acceptance of these terms.

**Sincerely,**  
[Your Name]  
[Your Title]  
[Your Company Name]

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

**Simple Engagement Letter Sample 6**

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Date]

[Client's Name]  
[Client's Address]  
[City, State, ZIP Code]

**Dear [Client's Name],**

This letter is to confirm our agreement for IT support services. The terms of our engagement are as follows:

**Services Provided**  
We will provide the following services:

1. Network setup
2. Software installation
3. Technical support

**Payment Terms**  
The total cost for these services is $2,000. Payment is due upon completion of each service.

**Responsibilities**  
We will set up your network and install software. You need to provide access to your systems.

**Duration**  
This agreement will begin on November 1st and end on March 31st.

**Signatures**  
Please sign below to indicate your acceptance of these terms.

**Sincerely,**  
[Your Name]  
[Your Title]  
[Your Company Name]

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

**Simple Engagement Letter Sample 7**

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Date]

[Client's Name]  
[Client's Address]  
[City, State, ZIP Code]

**Dear [Client's Name],**

This letter is to confirm our agreement for financial planning services. The terms of our engagement are as follows:

**Services Provided**  
We will provide the following services:

1. Budget planning
2. Investment advice
3. Retirement planning

**Payment Terms**  
The total cost for these services is $3,500. Payment is due by the end of each month.

**Responsibilities**  
We will create your financial plan and provide advice. You need to provide financial documents and information.

**Duration**  
This agreement will begin on January 1st and end on June 30th.

**Signatures**  
Please sign below to indicate your acceptance of these terms.

**Sincerely,**  
[Your Name]  
[Your Title]  
[Your Company Name]

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

**Simple Engagement Letter Sample 8**

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Date]

[Client's Name]  
[Client's Address]  
[City, State, ZIP Code]

**Dear [Client's Name],**

This letter is to confirm our agreement for event planning services. The terms of our engagement are as follows:

**Services Provided**  
We will provide the following services:

1. Venue booking
2. Catering arrangement
3. Event coordination

**Payment Terms**  
The total cost for these services is $5,000. Payment is due upon completion of the event.

**Responsibilities**  
We will plan and coordinate your event. You need to provide your event preferences and budget.

**Duration**  
This agreement will begin on February 1st and end on July 31st.

**Signatures**  
Please sign below to indicate your acceptance of these terms.

**Sincerely,**  
[Your Name]  
[Your Title]  
[Your Company Name]

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

**Simple Engagement Letter Sample 9**

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Date]

[Client's Name]  
[Client's Address]  
[City, State, ZIP Code]

**Dear [Client's Name],**

This letter is to confirm our agreement for photography services. The terms of our engagement are as follows:

**Services Provided**  
We will provide the following services:

1. Event photography
2. Photo editing
3. Digital album creation

**Payment Terms**  
The total cost for these services is $1,800. Payment is due upon delivery of the final photos.

**Responsibilities**  
We will take and edit your event photos. You need to provide details about the event schedule.

**Duration**  
This agreement will begin on April 1st and end on August 31st.

**Signatures**  
Please sign below to indicate your acceptance of these terms.

**Sincerely,**  
[Your Name]  
[Your Title]  
[Your Company Name]

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

**Simple Engagement Letter Sample 10**

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Date]

[Client's Name]  
[Client's Address]  
[City, State, ZIP Code]

**Dear [Client's Name],**

This letter is to confirm our agreement for consulting services. The terms of our engagement are as follows:

**Services Provided**  
We will provide the following services:

1. Business strategy development
2. Market analysis
3. Process improvement

**Payment Terms**  
The total cost for these services is $4,000. Payment is due by the 10th of each month.

**Responsibilities**  
We will provide business consulting and analysis. You need to provide company data and information.

**Duration**  
This agreement will begin on May 1st and end on October 31st.

**Signatures**  
Please sign below to indicate your acceptance of these terms.

**Sincerely,**  
[Your Name]  
[Your Title]  
[Your Company Name]

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