**1. Sample Engagement Letter for Accounting Services**

[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 accounting services. The terms of our engagement are as follows:

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

1. Monthly financial statements
2. Tax preparation
3. Budgeting and forecasting

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

**Responsibilities**  
We will prepare and deliver the financial statements. You need to provide all necessary financial documents by the 10th of each month.

**Duration**  
This agreement will begin on [Start Date] and end on [End Date].

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

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

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

**2. Simple Engagement Letter Template for Consultants**

[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 $3,000. Payment is due upon completion of each service phase.

**Responsibilities**  
We will provide consulting and analysis. You need to provide necessary data and access to your team.

**Duration**  
This agreement will begin on [Start Date] and end on [End Date].

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

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

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

**3. Engagement Letter Example for Legal Services**

[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 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 $5,000. Payment is due by [Specific Date].

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

**Duration**  
This agreement will begin on [Start Date] and end on [End Date].

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

**Sincerely,**  
[Your Name]  
[Your Title]  
[Your Law Firm Name]

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

**4. Engagement Letter for Small Businesses**

[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 business consulting services. The terms of our engagement are as follows:

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

1. Business plan development
2. Financial analysis
3. Market research

**Payment Terms**  
The total cost for these services is $4,000. Payment is due by the 30th of each month.

**Responsibilities**  
We will develop the business plan and conduct research. You need to provide company data and financial documents.

**Duration**  
This agreement will begin on [Start Date] and end on [End Date].

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

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

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

**5. Engagement Letter Format for Freelancers**

[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 freelance writing services. The terms of our engagement are as follows:

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

1. Article writing
2. Blog posts
3. Content editing

**Payment Terms**  
The total cost for these services is $1,500. Payment is due upon delivery of each article.

**Responsibilities**  
We will write and edit content. You need to provide topics and deadlines.

**Duration**  
This agreement will begin on [Start Date] and end on [End Date].

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

**Sincerely,**  
[Your Name]  
[Your Title]  
[Your Freelance Business Name]

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

**6. Basic Engagement Letter Template for Financial Advisors**

[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 advisory services. The terms of our engagement are as follows:

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

1. Investment advice
2. Retirement planning
3. Risk management

**Payment Terms**  
The total cost for these services is $3,000. Payment is due by the 15th of each month.

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

**Duration**  
This agreement will begin on [Start Date] and end on [End Date].

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

**Sincerely,**  
[Your Name]  
[Your Title]  
[Your Financial Advisory Firm]

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

**7. Professional Engagement Letter Sample for Graphic Designers**

[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. Social media graphics

**Payment Terms**  
The total cost for these services is $2,000. Payment is due upon delivery of the final designs.

**Responsibilities**  
We will design graphics as per your requirements. You need to provide feedback and approvals.

**Duration**  
This agreement will begin on [Start Date] and end on [End Date].

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

**Sincerely,**  
[Your Name]  
[Your Title]  
[Your Design Studio Name]

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

**8. Effective Engagement Letter for IT Services**

[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 $3,500. Payment is due upon completion of each service phase.

**Responsibilities**  
We will provide IT support and installation services. You need to provide access to your systems and relevant information.

**Duration**  
This agreement will begin on [Start Date] and end on [End Date].

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

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

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

**9. Simple Engagement Letter for Marketing Services**

[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 campaigns
3. Content creation and distribution

**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 marketing content. You need to approve the content calendar and provide necessary brand guidelines.

**Duration**  
This agreement will begin on [Start Date] and end on [End Date].

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

**Sincerely,**  
[Your Name]  
[Your Title]  
[Your Marketing Firm]

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

**10. Standard Engagement Letter for Event Planners**

[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 selection and booking
2. Catering coordination
3. Event day 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 as per your requirements. You need to provide your preferences and budget details.

**Duration**  
This agreement will begin on [Start Date] and end on [End Date].

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

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

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