**TEMPLATE LETTER**

**LETTER OF ENGAGEMENT**

**(On Your Letterhead)**

**[Insert name of Client]**

**[Insert address of Client]**

**[Date]**

Dear **[Name of client]**,

As promised, I have set out below a description of the services that **[your name/** **company]** will provide to you.

I will provide the following services:

**[Insert description of the services, such as consultations with the client, getting bids from vendors, on-site coordination of the event, etc.]**

My fee for the services performed will be as follows: **[Insert rates, amount of** **deposit, etc.]**

If you agree that the foregoing fairly sets out your understanding of our agreement, please sign a copy of this letter in the space indicated below, and return it to me at **[insert address, fax number or e-mail address]**.

Yours sincerely,

**[Name]**

Agreed and Accepted:

**[Insert name of client]**

**Date**