

[Date]

[Client Name]

[Client Title]

[Company Name]

[Address]

[City, State, Zip]

## **RE: Engagement for Business Valuation Services**

Dear [Client Name],

This letter confirms the agreement between [Valuation Firm Name] ("we," "us," or "our") and [Client Name] ("you" or "the Client") for the performance of business valuation services regarding [Subject Company Name] (the "Company").

### **1. Purpose of the Valuation**

The purpose of this valuation is to estimate the [Type of Value, e.g., Fair Market Value] of a [Percentage, e.g., 100%] interest in the Company as of [Valuation Date]. The valuation is being prepared solely for [Purpose, e.g., potential sale, tax planning, or litigation].

### **2. Scope of Services**

We will perform a valuation engagement and issue a [Report Type, e.g., Detailed Report / Summary Report] in accordance with the [Standards, e.g., Statement on Standards for Valuation Services (SSVS) issued by the AICPA]. Our services will include an analysis of financial statements, industry trends, and relevant economic factors.

### **3. Client Responsibilities**

The Client agrees to provide all necessary financial records, tax returns, organizational documents, and other information requested by us in a timely manner. We will rely on this information without independent verification for accuracy or completeness.

### **4. Fees and Payment**

Our professional fee for this engagement is estimated to be \$[Amount]. A retainer of \$[Amount] is required upon signing this letter. Remaining balances are due upon delivery of the draft report. Out-of-pocket expenses such as travel or data research fees will be billed at cost.

### **5. Distribution and Use**

The valuation report is intended for the internal use of the Client for the purpose stated above. The report may not be distributed to third parties or used for any other purpose without our prior written consent.

## 6. Limitation of Liability

Our liability for any claim related to this engagement is limited to the total amount of fees paid to us for these services. We are not responsible for any loss or damage resulting from inaccurate information provided by the Client.

Please acknowledge your acceptance of these terms by signing below and returning a copy to us.

Sincerely,

[Signature]

[Name of Principal]

[Valuation Firm Name]

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### Accepted and Agreed:

Signature: \_\_\_\_\_

Printed Name: [Client Name]

Date: \_\_\_\_\_