

[Your Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Client Name]  
[Client Company Name]  
[Client Address]  
[City, State, Zip Code]

Dear [Client Name],

Subject: Engagement for Financial Record Write-Up Services

This letter confirms the terms of our engagement to provide financial record write-up services for [Client Company Name] for the period beginning [Start Date].

### **Scope of Services**

We will perform the following accounting services:

- Recording of all cash receipts and disbursements.
- Journalizing of payroll data.
- Preparation of monthly bank account reconciliations.
- Maintenance of the general ledger.
- Preparation of internal-use financial statements, including the Balance Sheet and Income Statement.

### **Client Responsibilities**

You are responsible for providing all necessary source documents, including bank statements, invoices, and receipts, in a timely manner. You are also responsible for the accuracy and completeness of the information provided and for maintaining internal controls over your business operations.

### **Fees**

Our fees for these services will be [Amount] per [Month/Hour/Project]. Invoices will be issued [Monthly/Upon Completion] and are due within [Number] days of receipt.

### **Limitations**

This engagement is limited to the write-up services specified above. We will not perform an audit, review, or compilation of your financial statements. Consequently, we will not express an opinion or any other form of assurance on them.

Please sign and return the enclosed copy of this letter to indicate your acceptance of these terms.

Sincerely,

[Your Name/Signature]

[Your Title]

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**Accepted by:**

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

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