

[Date]

[Client Name]

[Client Title]

[Company Name]

[Company Address]

Subject: Renewal of Engagement for Outsourced CFO Services

Dear [Client Name],

This letter serves to confirm the renewal of the professional engagement between [Your Firm Name] and [Company Name] for the provision of Outsourced Chief Financial Officer (CFO) services.

1. Scope of Services

The scope of services will remain consistent with our previous agreement dated [Original Agreement Date], including but not limited to:

- Financial planning and analysis
- Cash flow management and forecasting
- Strategic tax planning and compliance oversight
- Board and stakeholder reporting
- Budgeting and variance analysis

2. Term

This renewal shall be effective from [Start Date] and will continue until [End Date], unless terminated earlier by either party with [Number] days written notice.

3. Professional Fees

For the services rendered, [Company Name] agrees to pay a [Monthly/Quarterly] retainer fee of \$[Amount]. Any additional projects outside the scope defined above will be billed at an hourly rate of \$[Rate] or as mutually agreed upon in writing.

4. Terms and Conditions

All other terms and conditions outlined in the original Engagement Letter remains in full force and effect.

Please acknowledge your acceptance of this renewal by signing and returning a copy of this letter.

We look forward to our continued partnership.

Sincerely,

[Your Name]
[Your Title]
[Your Firm Name]

Accepted and Agreed:

[Authorized Representative Name]
[Date]