

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

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

RE: Engagement for Asset Tracing and Recovery Services

Dear [Client Name],

This letter confirms the terms and conditions under which [Your Company Name] ("the Firm") will provide asset tracing and recovery services to [Client Name] ("the Client").

1. Scope of Services

The Firm will undertake the following activities:

- Identification and location of hidden or misappropriated assets.
- Analysis of financial records, bank statements, and transaction histories.
- Investigation of corporate structures and beneficial ownership.
- Providing reports suitable for legal proceedings to assist in the recovery of identified assets.

2. Fees and Payment

The Client agrees to pay the Firm as follows:

- Retainer: An initial non-refundable retainer of \$[Amount] due upon signing.
- Hourly Rate: \$[Rate] per hour for professional services.
- Contingency: [Percentage]% of the gross value of assets successfully recovered (if applicable).
- Expenses: Reimbursement for out-of-pocket costs including travel, database fees, and third-party reports.

3. Client Responsibilities

The Client shall provide all known documentation, lead information, and legal authorizations necessary for the Firm to conduct the investigation. The Client warrants that all information provided is accurate to the best of their knowledge.

4. Confidentiality

The Firm will maintain the strictest confidentiality regarding all information obtained during this engagement, except as required by law or authorized by the Client.

5. Limitation of Liability

The Firm does not guarantee that assets will be found or successfully recovered. The Firm's total liability for any claims arising out of this engagement shall be limited to the total fees paid by the Client.

6. Termination

Either party may terminate this agreement upon [Number] days' written notice. The Client remains responsible for all fees and expenses incurred up to the date of termination.

7. Governing Law

This agreement shall be governed by the laws of [State/Country].

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

Accepted and Agreed:

[Client Signature]

Date: _____