

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Engagement for Corporate Fraud Investigation Services

Dear [Client Contact Name],

This letter confirms that [Firm Name] ("the Firm") has been engaged by [Client Company Name] ("the Client") to perform a forensic investigation regarding [Brief Description of Suspected Activity].

1. Scope of Work

The Firm will conduct an investigation to:

- Analyze financial records and digital transactions.
- Conduct interviews with relevant personnel.
- Identify potential internal control weaknesses.
- Quantify the financial impact of any discovered irregularities.

2. Reporting

Upon completion of the investigation, the Firm will provide a written report detailing our findings, supporting evidence, and recommendations for remediation. This report is intended solely for the use of the Client's management and legal counsel.

3. Responsibilities

The Client agrees to provide full access to all requested documents, electronic data, and personnel. The Firm will maintain strict confidentiality regarding all information obtained during this engagement, subject to legal and professional requirements.

4. Fees and Expenses

Our fees are based on the time expended at our standard hourly rates of [Rate]. Invoices will be issued [Monthly/Bi-weekly] and are payable upon receipt. A retainer of [Amount] is required before work commences.

5. Limitation of Liability

The Firm does not guarantee that fraud will be detected or that the investigation will result in legal recovery. Our services do not constitute a financial audit or a legal opinion.

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

Sincerely,

[Your Name/Partner Name]

[Firm Name]

Accepted and Agreed:

Signature: _____

Name: [Authorized Signatory Name]

Title: [Title]

Date: _____