

[Date]

[Client Name]

[Client Company]

[Address]

[City, State, Zip]

Re: Engagement for Forensic Investigation Services

Dear [Client Contact Name],

This letter confirms that [Firm Name] has been engaged by [Client Company] to conduct a forensic investigation regarding allegations of employee embezzlement and financial misconduct.

1. Scope of Services

Our investigation will include, but is not limited to:

- Reviewing bank statements, expense reports, and accounting records.
- Identifying unauthorized transactions or diverted funds.
- Conducting interviews with relevant personnel.
- Preparing a written report of findings for legal or insurance purposes.

2. Client Responsibilities

[Client Company] agrees to provide full access to all financial systems, electronic devices, and physical documents required for this investigation. The client will also facilitate access to employees for interviews.

3. Fees and Billing

Our services will be billed at an hourly rate of \$[Rate]. An initial retainer of \$[Amount] is required before work commences. Any additional expenses, such as third-party software or travel, will be billed at cost.

4. Confidentiality

All information obtained during this investigation will be held in strict confidence and will not be disclosed to any third party without prior written consent, except as required by law.

5. Limitations

While we will exercise due professional care, there is no guarantee that all instances of fraud will be detected. Our findings will be based on the evidence available at the time of the investigation.

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

Sincerely,

[Signature]
[Name of Lead Investigator]
[Firm Name]

Acknowledged and Agreed:

Signature: _____

Name: [Client Authorized Representative]

Date: _____