

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Engagement for Forensic Accounting Services - Insurance Claim [Claim Number]

Dear [Contact Person Name],

This letter confirms the terms and objectives of our engagement to provide forensic accounting services to [Client Name] ("the Client") in connection with the insurance claim arising from [Description of Event, e.g., Fire, Flood, Business Interruption] occurring on [Date of Loss].

1. Scope of Services

Our firm will assist in the quantification and documentation of the financial loss. Services include, but are not limited to:

- Reviewing relevant financial records, tax returns, and operating data.
- Calculating Business Interruption losses and Extra Expense claims.
- Evaluating property damage valuations and inventory losses.
- Preparing a formal Statement of Loss for submission to the insurance carrier.
- Assisting in discussions and negotiations with the insurance company's adjusters and accountants.

2. Client Responsibilities

The Client agrees to provide all necessary financial documentation and access to personnel in a timely manner. The accuracy and completeness of the information provided are the responsibility of the Client.

3. Fees and Billing

Our fees for these services will be based on [Hourly Rates / A Fixed Fee of \$XXX]. We will bill [Monthly/Bi-weekly], and invoices are due upon receipt. A retainer of \$[Amount] is required prior to the commencement of work.

4. Professional Standards and Limitations

This engagement is a forensic accounting assignment, not an audit or review of financial statements. We do not provide an opinion on the overall financial health of the company. Our findings are intended solely for the purpose of the insurance claim process.

5. Confidentiality

All information obtained during this engagement will be held in strict confidence and will not be disclosed to third parties without your prior consent, except as required by law or the terms of the insurance policy.

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

Sincerely,

[Name of Forensic Accountant/Firm]

[Title]

Accepted by:

Signature: _____

Name: [Printed Name]

Date: _____