

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Engagement for Forensic Accounting and Litigation Support Services

Dear [Client Name/Counsel Name],

This letter confirms that [Firm Name] ("we" or "us") has been engaged to provide forensic accounting and litigation support services to [Client Name] ("you") in connection with [Case Name/Matter Description].

1. Scope of Services

We will perform the following services as requested:

- Analysis of financial records and relevant documentation.
- Identification and quantification of financial discrepancies or damages.
- Preparation of written reports or summaries of findings.
- Assistance with discovery and document requests.
- Provision of expert witness testimony, if required.

2. Responsibilities

You agree to provide us with full access to all personnel, records, and information necessary to complete our work. We will rely on the information provided by you or your legal counsel without independent verification unless specifically stated in our report.

3. Fees and Billing

Our fees are based on the time spent by our professionals at the following hourly rates:

- Partner/Principal: \$[Amount]
- Manager: \$[Amount]
- Staff: \$[Amount]

An initial retainer of \$[Amount] is required before work commences. Invoices will be issued monthly and are due upon receipt.

4. Confidentiality and Distribution

Our work is intended solely for the use of you and your legal counsel for the purposes of this litigation. Our reports and work product may not be distributed to third parties without our prior written consent, except as required by law or court order.

5. Limitation of Liability

Our liability for any claim arising out of this engagement shall be limited to the total amount of fees paid to us for the services rendered under this agreement.

6. Governing Law

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

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

Sincerely,

[Your Name/Signature]

[Title]

[Firm Name]

Accepted and Agreed:

Signature: _____

Name: [Client Representative Name]

Date: _____