

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Engagement for Fraud Investigation and Expert Testimony Services

Dear [Client Name],

This letter confirms that [Firm Name] ("the Firm") has been retained by [Client/Law Firm Name] to provide forensic accounting, fraud investigation, and expert testimony services in connection with [Case Name/Reference Number].

1. Scope of Services

The Firm will perform the following services:

- Analyze financial records, bank statements, and relevant documentation to identify irregularities.
- Conduct interviews and background research as necessary.
- Prepare a formal report of findings.
- Provide expert witness testimony at depositions, hearings, or trial.

2. Professional Fees and Expenses

Our fees are based on the hourly rates of the personnel assigned to this matter:

- Partner/Lead Investigator: \$[Rate] per hour
- Senior Consultant: \$[Rate] per hour
- Staff Associate: \$[Rate] per hour

Out-of-pocket expenses, such as travel, database access fees, and document reproduction, will be billed at cost.

3. Retainer

An initial retainer of \$[Amount] is required before work commences. This retainer will be applied against the final invoice or held until the conclusion of the engagement.

4. Client Responsibilities

The Client agrees to provide full access to all necessary financial records and personnel. The Firm will rely on the accuracy of the information provided without independent verification, unless specifically included in the scope of work.

5. Confidentiality

The Firm will maintain the confidentiality of all non-public information obtained during this engagement, subject to legal requirements or court orders.

6. Termination

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

Please indicate your acceptance of these terms by signing and returning a copy of this letter along with the required retainer.

Sincerely,

[Signature]
[Printed Name]
[Title]
[Firm Name]

Acknowledged and Agreed:

Signature: _____

Name: [Client Name]

Date: _____