

[Date]

[Client Name]

[Company Name]

[Address]

[City, State, Zip Code]

Re: Engagement for Business Valuation Services for Buy-Sell Agreement

Dear [Client Name],

This letter confirms the terms and objectives of our engagement to provide business valuation services for [Company Name] (the "Company") in connection with its Buy-Sell Agreement.

1. Scope of Services

We will perform a valuation of [Percentage/Type of Interest] of the Company as of [Valuation Date]. The purpose of this valuation is to determine the [Fair Market Value / Fair Value] of the interest as defined by the Company's Buy-Sell Agreement dated [Date of Agreement].

2. Standard of Value and Deliverables

Our valuation will be conducted in accordance with [Professional Standards, e.g., USPAP or AICPA SSVS]. We will provide a [Detailed/Summary] Valuation Report outlining our methodology, data sources, and conclusion of value. This report is intended solely for the use of the Company and its shareholders for the purpose stated above.

3. Client Responsibilities

The Company agrees to provide all necessary financial records, tax returns, legal documents, and operational information required to complete the valuation. We will rely on this information without independent verification unless otherwise agreed.

4. Fees and Payment

Our fee for this engagement is estimated to be \$[Amount]. A retainer of \$[Amount] is required upon signing this letter. Invoices are due upon receipt. Additional fees may apply if the scope of work changes significantly.

5. Timeline

We anticipate delivering the final report within [Number] business days following the receipt of all requested documentation.

6. Limitations and Confidentiality

This valuation is not an audit or a guarantee of a specific sale price. We will maintain strict confidentiality regarding all non-public information provided during this engagement.

Please acknowledge your acceptance of these terms by signing and returning a copy of this letter.

Sincerely,

[Your Name/Firm Name]

[Title]

Accepted and Agreed:

Signature: _____

Name: [Client Name]

Date: _____