

[Company Letterhead]

[Date]

[Client Name]

[Client Title]

[Company Name]

[Address]

[City, State, Zip]

Re: Engagement for Intangible Asset Valuation Services

Dear [Client Name],

This letter confirms our agreement to provide valuation services to [Client Company Name] regarding certain intangible assets. The details of our engagement are outlined below.

1. Scope of Work

We will perform a valuation to determine the [Fair Market Value / Fair Value] of the following intangible assets: [List assets, e.g., Trademarks, Customer Lists, Patents, or Goodwill]. The valuation will be as of the effective date of [Valuation Date].

2. Purpose of Valuation

The valuation is being performed for the purpose of [e.g., Financial Reporting (ASC 805), Tax Compliance, Merger/Acquisition, or Internal Planning]. This report may not be used for any other purpose without our prior written consent.

3. Responsibilities of the Client

The Client agrees to provide all necessary financial records, projections, and legal documents related to the intangible assets. We will rely on this information without independent verification, unless otherwise stated.

4. Deliverables

At the conclusion of our analysis, we will provide a written valuation report detailing our methodology, assumptions, and final conclusion of value.

5. Fees and Payment

Our professional fee for this engagement is [Amount]. A retainer of [Amount] is required upon signing this letter. The balance is due upon delivery of the final report.

6. Professional Standards

This valuation will be conducted in accordance with the [Uniform Standards of Professional Appraisal Practice (USPAP) / AICPA Statement on Standards for Valuation Services].

7. Limitation of Liability

Our liability for any claims related to this engagement is limited to the total fees paid for these services.

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

Sincerely,

[Your Name]

[Your Title]

[Firm Name]

Accepted and Agreed:

By: _____

Name: [Client Representative Name]

Date: _____