

[Date]

[Client Name]

[Client Title]

[Company Name]

[Address]

[City, State, Zip]

Re: Engagement for Business Valuation Services

Dear [Client Name],

This letter confirms the agreement between [Valuation Firm Name] ("we," "us," or "our") and [Company Name] ("you," "your," or the "Client") regarding the professional business valuation services to be provided.

1. Scope of Services

We will perform a valuation of [Percentage of Interest, e.g., 100% equity interest] in [Company Name] as of [Valuation Date]. The purpose of this valuation is for [Purpose, e.g., internal planning, potential sale, tax compliance].

2. Standard of Value

The valuation will be conducted based on the [Standard of Value, e.g., Fair Market Value or Fair Value] standard. Our analysis will be performed in accordance with the [Applicable Standards, e.g., USPAP or AICPA SSVS].

3. Deliverables

We will provide a [Type of Report, e.g., Summary Report or Detailed Report] outlining our conclusion of value and the methodologies applied (e.g., Asset, Income, and Market approaches).

4. Client Responsibilities

You agree to provide all financial records, tax returns, projections, and other information necessary for our analysis. We will rely on this information without independent verification for accuracy or completeness.

5. Fees and Payment

Our professional fee for this engagement is [Total Fee Amount]. A retainer of [Retainer Amount] is due upon execution of this letter. The balance is due upon delivery of the final report.

6. Timeline

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

7. Limitations and Distribution

The report is intended solely for the purpose stated above and may not be distributed to third parties or used for any other purpose without our prior written consent.

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

Sincerely,

[Your Signature]

[Your Name]

[Your Title]

Accepted and Agreed:

Signature: _____

Name: _____

Date: _____