

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

## **Re: Engagement for Cybersecurity Due Diligence Services**

Dear [Client Contact Name],

This letter confirms the engagement of [Firm Name] ("the Firm") to provide cybersecurity due diligence services to [Client Name] ("the Client") in connection with the potential acquisition or investment in [Target Company Name].

### **1. Scope of Services**

The Firm will perform the following activities:

- Review of the Target Company's information security policies and procedures.
- Assessment of network architecture and data protection controls.
- Evaluation of historical security incidents and breach response history.
- Review of third-party vendor risk management practices.
- Analysis of regulatory compliance (e.g., GDPR, CCPA, HIPAA) relevant to the Target Company.
- Identification of potential cybersecurity liabilities and remediation costs.

### **2. Reporting**

Upon completion of the review, the Firm will provide a written report detailing the findings, identified risks, and recommended mitigation strategies.

### **3. Client Responsibilities**

The Client shall facilitate access to the Target Company's management and provide necessary documentation via a secure data room. The accuracy of the assessment depends on the completeness of the information provided.

### **4. Fees and Expenses**

The fee for this engagement is estimated at \$[Amount]. Any additional work outside the scope defined above will be billed at an hourly rate of \$[Rate] per hour. Out-of-pocket expenses will be billed at cost.

### **5. Confidentiality**

The Firm will maintain the confidentiality of all non-public information obtained during this engagement and will not disclose such information to third parties without prior written consent, except as required by law.

## **6. Limitation of Liability**

The services provided are for due diligence purposes only and do not constitute a guarantee against future cyber attacks or data breaches. The Firm's liability is limited to the total fees paid under this agreement.

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

Sincerely,

[Your Name/Signature]

[Title]

[Firm Name]

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**Accepted and Agreed:**

For [Client Name]: \_\_\_\_\_

Date: \_\_\_\_\_