

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

## **Re: Engagement for Regulatory Compliance Due Diligence Services**

Dear [Client Contact Name],

This letter confirms the terms and objectives of our engagement to provide regulatory compliance due diligence services for [Project Name/Target Entity].

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

We will perform the following activities:

- Review of regulatory licenses, permits, and registrations.
- Assessment of compliance with [Specific Laws/Regulations, e.g., GDPR, HIPAA, SEC].
- Evaluation of internal compliance policies, procedures, and training records.
- Identification of pending or past regulatory investigations, fines, or sanctions.
- Analysis of third-party risk management and oversight programs.

### **2. Deliverables**

Upon completion of our review, we will provide a written Regulatory Due Diligence Report summarizing our findings, identified risks, and recommendations for remediation.

### **3. Client Responsibilities**

The Client agrees to provide timely access to all necessary documents, data rooms, and key personnel. We will rely on the accuracy and completeness of the information provided without independent verification unless specified.

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

Our fee for this engagement is estimated at [Amount] or based on [Hourly Rates]. Out-of-pocket expenses will be billed at cost. Invoices are payable within [Number] days of receipt.

### **5. Confidentiality**

Both parties agree to maintain the confidentiality of all proprietary and non-public information disclosed during this engagement.

### **6. Limitation of Liability**

Our liability for any claims arising out of this engagement shall be limited to the total fees paid for these services.

### **7. Governing Law**

This agreement shall be governed by the laws of the State of [State Name].

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

Sincerely,

[Your Name/Firm Name]

[Title]

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**Accepted and Agreed:**

Signature: \_\_\_\_\_

Name: [Client Representative Name]

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