

[Company Header/Logo]

[Date]

[Client Name]

[Client Title]

[Client Company Name]

[Client Address]

**Subject: Engagement Letter for Remediation Testing Services**

Dear [Client Name],

This letter confirms the engagement of [Your Company Name] ("Consultant") to perform remediation testing services for [Client Company Name] ("Client").

**1. Scope of Services**

Consultant will perform testing to verify the effectiveness of corrective actions taken by the Client in response to findings identified in the [Original Audit/Assessment Name] dated [Date]. The scope includes:

- Reviewing remediation documentation provided by the Client.
- Performing re-testing of specific controls or vulnerabilities identified as "Open."
- Validating that implemented fixes mitigate the identified risks.

**2. Client Responsibilities**

The Client agrees to provide:

- Access to necessary systems, personnel, and documentation.
- Evidence of remediation actions taken.
- A designated point of contact for technical coordination.

**3. Reporting**

Upon completion of the testing, Consultant will issue a Remediation Status Report detailing the status of each item (e.g., Remediated, Partially Remediated, or Not Remediated).

**4. Timeline and Fees**

Testing is scheduled to commence on [Start Date] and conclude on or about [End Date]. The fee for these services is [Amount/Hourly Rate], plus any pre-approved expenses.

**5. Confidentiality**

Both parties agree to maintain the confidentiality of all proprietary information and data accessed during this engagement.

Please acknowledge your acceptance of these terms by signing below.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

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**Accepted and Agreed:**

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

Printed Name: [Client Representative Name]

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