

[Date]

[Client Name]

[Client Title]

[Company Name]

[Address]

[City, State, Zip]

Re: Engagement for Comprehensive Business Succession Planning Services

Dear [Client Name],

This letter confirms the terms and objective of our engagement with [Company Name] (the "Company") to provide comprehensive business succession planning advisory services.

1. Scope of Services

We will assist the Company in developing a formal succession plan, which includes:

- Assessment of current business structure and ownership.
- Identification and evaluation of potential internal or external successors.
- Analysis of exit strategies (e.g., family transition, management buyout, or third-party sale).
- Review of tax implications and estate planning integration.
- Development of a transition timeline and implementation roadmap.
- Collaboration with legal and financial counsel to draft necessary documentation.

2. Client Responsibilities

The Company agrees to provide full access to financial records, legal documents, and key personnel. The accuracy and completeness of the information provided are the responsibility of the Company management.

3. Fees and Billing

Our professional fees for this engagement are as follows:

- **Retainer:** \$[Amount] due upon signing.
- **Fixed Fee / Hourly Rate:** \$[Amount] per [Hour/Project Phase].
- **Out-of-Pocket Expenses:** Reimbursable at cost (e.g., travel, third-party valuations).

4. Confidentiality

All information disclosed during this engagement will be treated as strictly confidential and will not be disclosed to third parties without prior written consent, except as required by law.

5. Limitation of Liability

Our services do not constitute legal or formal tax opinions. We recommend that all final succession documents be reviewed by your legal counsel and tax professional.

6. Termination

Either party may terminate this engagement upon [Number] days' written notice. The Company will be responsible for fees incurred up to the date of termination.

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

Sincerely,

[Your Name]
[Your Title]
[Your Firm Name]

Accepted and Agreed:

Signature: _____

Name: [Client Name]

Date: _____