

[Company Header/Logo Placeholder]

[Date]

[Client Name]

[Client Title]

[Business Name]

[Address Line 1]

[Address Line 2]

RE: Engagement Letter for Corporate Restructuring and Succession Planning Services

Dear [Client Name],

This letter confirms the terms and objectives of our engagement to provide corporate restructuring services for [Business Name] in preparation for leadership and ownership succession.

1. Scope of Services

We will provide the following services:

- Review of current corporate structure and governance documents.
- Analysis of tax implications regarding entity conversion or reorganization.
- Drafting of restructuring plans to facilitate the transfer of equity and control.
- Preparation of updated Operating Agreements, Bylaws, or Shareholder Agreements.
- Coordination with legal and financial advisors to ensure regulatory compliance.

2. Client Responsibilities

The client agrees to provide all necessary financial records, ownership details, and strategic objectives in a timely manner. We rely on the accuracy of the information provided without independent verification.

3. Fees and Billing

Our professional fees for this engagement are estimated at [Amount/Hourly Rate]. A retainer of [Amount] is required prior to commencement. Invoices will be issued [Monthly/Upon Completion] and are payable within [Number] days.

4. Confidentiality

All information shared during this engagement will be kept strictly confidential and used solely for the purpose of the restructuring project.

5. Limitation of Liability

Our liability for any claim arising out of this engagement shall be limited to the total fees paid for the services rendered under this agreement.

6. Termination

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

Please indicate your acceptance of these terms by signing below and returning a copy to our office.

Sincerely,

[Your Name]

[Your Title]

[Firm Name]

Accepted and Agreed:

Signature: _____

Name: [Client Name]

Date: _____