

[Date]

[Client Name]

[Client Title]

[Company Name]

[Address]

[City, State, Zip]

RE: Engagement for M&A Succession Strategy Services

Dear [Client Name],

This letter confirms the engagement of [Consultant/Firm Name] ("the Firm") by [Company Name] ("the Client") to provide strategic advisory services regarding succession planning and merger and acquisition (M&A) readiness.

1. Scope of Services

The Firm will provide the following services:

- Assessment of current business valuation and market position.
- Identification and evaluation of potential internal and external successors.
- Development of a comprehensive M&A exit or transition roadmap.
- Review of operational and financial structures to optimize sale price.
- Coordination with legal and tax advisors regarding deal structure.

2. Fees and Payment

The Client agrees to the following fee structure:

- **Retainer:** A non-refundable commencement fee of \$[Amount].
- **Monthly Advisory Fee:** \$[Amount] per month for the duration of the engagement.
- **Success Fee:** [Percentage]% of the total transaction value upon successful closing of a merger or acquisition.

3. Term and Termination

This agreement begins on [Start Date] and remains in effect until the completion of the transaction or until terminated by either party with [Number] days' written notice.

4. Confidentiality

The Firm agrees to maintain the strict confidentiality of all non-public information provided by the Client during the course of this engagement.

5. Governing Law

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

Please indicate your acceptance of these terms by signing below.

Sincerely,

[Signature]

[Consultant Name]

[Firm Name]

Accepted and Agreed:

[Client Name]

Date: _____