

Date: _____

To:

Dear _____,

This letter confirms the terms of our engagement and outlines the nature and scope of the forensic accounting services we will provide.

1. SCOPE OF SERVICES

We have been engaged to perform forensic accounting investigation and analysis services in connection with _____ . Specifically, our procedures will include, but are not limited to:

1. Reviewing and analyzing financial records, bank statements, general ledgers, and supporting documentation.
2. Tracing assets, identifying transactions of interest, and reconstructing financial historical data.
3. Conducting interviews with relevant personnel and third parties, if deemed necessary.
4. Preparing a written report detailing our findings, methodologies, and conclusions.
5. Providing expert witness testimony or litigation support if requested and mutually agreed upon.

2. CLIENT RESPONSIBILITIES

To perform our services effectively, you agree to:

1. Provide complete, accurate, and timely access to all financial records, documents, systems, and personnel necessary for our analysis.
2. Ensure your staff cooperates fully with our representatives during the course of this engagement.
3. Promptly inform us of any developments or facts that may impact our investigation.

3. FEES, BILLING, AND RETAINER

Our professional fees for this engagement will be billed at our standard hourly rates, which are as follows:

- Partner / Director: \$ _____ per hour
- Manager: \$ _____ per hour
- Staff Accountant: \$ _____ per hour

We require an initial retainer of \$ _____ prior to commencing work. This retainer will be applied against our final invoice. Invoices will be rendered monthly and are payable upon receipt. Out-of-pocket expenses incurred during the engagement will be billed at cost.

4. CONFIDENTIALITY

We will maintain the strictest confidentiality regarding all information obtained during the course of this engagement. Except as required by law, professional standards, or authorized by you, we will not disclose any confidential information to third parties.

5. LIMITATION OF LIABILITY

Our liability for any claim arising out of this engagement shall be limited to the total amount of fees paid to us for the services rendered under this agreement. In no event shall we be liable for consequential, special, or punitive damages.

6. TERM AND TERMINATION

Either party may terminate this agreement at any time by providing written notice to the other party. Upon termination, you will be responsible for payment of all fees and expenses incurred up to the effective date of termination.

If these terms are acceptable and accurately reflect your understanding of our agreement, please sign, date, and return the enclosed copy of this letter along with the required retainer.

Sincerely,

For: _____

ACKNOWLEDGMENT AND ACCEPTANCE

The terms and conditions outlined in this letter are hereby accepted and agreed to.

For the Client:

Signature

Printed Name

Title

Date

For the Firm:

Signature

Printed Name

Title

Date