

Engagement Letter Builder

Consulting & Professional Services

Document type: Contract / agreement · Generated 28 Aug 2026

This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Get a professional engagement letter — scope of services, client and professional responsibilities, fees and billing, confidentiality, limitations (reliance on client information), and period and termination. Align to your institute standards and have it reviewed. Fill in your details below.

Purpose of this tool & output

Professional engagement letters for services

How the output is used

Use the builder to issue professional engagement letters that define scope, responsibilities and fee.

Who receives it

The professional/firm and the client — both sign/acknowledge; a copy each.

Fees & charges

No stamp duty for a standard engagement letter; GST applies on professional fees.

Who should vet it

A senior partner, to align the letter with the applicable institute (ICAI/ICSI) standards.

Important cautions

AI-generated draft; align to your institute standards and have it reviewed.

Companion documents

- [CA / CS Firm Setup Guide](#)
- [Professional Services Catalogue](#)
- [Client Compliance Calendar Service](#)
- [Client Data Request Checklist](#)
- [Professional Fee Quotation](#)
- [Professional Conduct & Ethics Guide](#)

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.

