

[Your Name/Law Firm Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Engagement for Legal Services - [Case Name or Matter Description]

Dear [Client Name],

This letter confirms that [Law Firm Name] has been retained to represent you in connection with [description of legal matter]. This agreement outlines the terms of our representation.

Scope of Work

Our representation is limited to [specifically describe tasks, e.g., filing a personal injury claim, drafting a contract, or defense in a specific lawsuit]. Any additional services will require a separate written agreement.

Fees and Billing

Our legal fees for this matter will be based on [Hourly Rate / Flat Fee / Contingency Percentage]. You will also be responsible for costs such as court filing fees, postage, and travel expenses. Statements will be sent [Monthly / Upon Completion].

Client Responsibilities

To provide effective representation, we require your full cooperation. You agree to provide truthful information, timely documentation, and notify us immediately of any changes to your contact information.

Communication

We will provide regular updates on the status of your case. You may contact our office during business hours. Please allow [Number] business days for a response to non-urgent inquiries.

Termination

You have the right to terminate our representation at any time. We may also withdraw from representation, subject to ethical rules and court approval, if applicable.

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

Sincerely,

[Attorney Signature]
[Attorney Name]

Acknowledgment

I have read, understood, and agree to the terms set forth in this letter.

[Client Name]
Date: [Date]