[Law Firm Name]
[Street Address]
[City, State, Zip Code]

[Date]

[Client Name]
[Client Address]
[City, State, Zip Code]

Re: Engagement for Legal Services - [Project Name/General Counsel Services]

Dear [Client Contact Name],

This letter confirms that [Law Firm Name] ("the Firm") has been engaged to represent [Client Name] ("the Client") in connection with [describe scope of legal services]. This agreement sets forth the terms and conditions of our engagement.

1. Scope of Services
The Firm will provide legal advice and representation regarding [specific legal matter or general corporate counseling]. Any services outside this scope will require a separate or amended agreement.

2. Fees and Hourly Rates
Professional fees will be based on the actual time spent by our legal professionals. Our current standard hourly rates are as follows:

- Partners: $[Amount]/hour
- Associates: $[Amount]/hour
- Paralegals: $[Amount]/hour

These rates are subject to adjustment annually.

3. Costs and Expenses
The Client is responsible for out-of-pocket expenses incurred on their behalf, including but not limited to filing fees, travel expenses, delivery charges, and specialized research database fees. Significant expenses will be cleared with the Client in advance.

4. Billing and Payment
Invoices will be issued monthly. Payment is due within [number, e.g., 30] days of the invoice date. Late payments may be subject to interest charges of [percentage]% per month.

5. Retainer
The Firm requires an initial retainer of $[Amount] before work commences. This amount will be held in a trust account and applied against final billings or held as security.

6. Termination
Either party may terminate this relationship at any time upon written notice, subject to professional ethical obligations. The Client remains responsible for all fees and costs incurred up to the date of termination.

7. Conflicts of Interest
The Firm has conducted a conflict check and, at this time, no conflicts exist that prevent us from representing the Client.

Please indicate your acceptance of these terms by signing and returning a copy of this letter.

Sincerely,

[Attorney Name]
[Law Firm Name]

Agreed and Accepted:

_____
[Client Authorized Signatory]
Date: _____