

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Engagement for Legal Services - [Matter Name/Case Number]

Dear [Client Name],

Thank you for choosing [Law Firm Name]. We are pleased to represent you regarding [brief description of legal matter]. This letter outlines the terms of our engagement and the scope of our services.

1. Scope of Representation

Our firm will provide legal services specifically related to [detailed description of specific task]. This engagement does not cover other legal matters unless agreed upon in writing.

2. Legal Fees and Billing

Our services will be billed based on [hourly rates / a flat fee / a contingency basis]. You will receive an itemized statement on a [monthly/quarterly] basis. Expenses such as filing fees, travel, and research costs will be billed separately.

3. Retainer

We require an initial retainer of \$[Amount]. These funds will be held in our trust account and applied toward your future billings.

4. Client Responsibilities

To provide effective representation, we require your full cooperation, including providing all relevant documents and responding to inquiries in a timely manner.

5. Termination

Either party may terminate this relationship at any time by providing written notice, subject to professional ethics requirements and payment of outstanding fees.

Please review this document carefully. If you agree to these terms, please sign and return a copy of this letter.

Sincerely,

[Attorney Signature]

[Attorney Name]

[Law Firm Name]

Acknowledgment

I have read, understood, and agree to the terms set forth above.

Signature: _____ Date: _____