

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

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

Dear [Client Name],

This letter confirms the terms upon which [Law Firm Name] will provide legal services to you regarding [Description of Services].

1. Scope of Representation

Our representation is limited to [Specific Task/Matter]. Any additional work will require a new or amended agreement.

2. Evergreen Retainer

To begin work, we require an initial "Evergreen Retainer" of \$[Amount]. This amount will be held in our client trust account. We will apply our monthly fees and expenses against this retainer.

Under this "Evergreen" arrangement, you agree to replenish the trust account whenever the balance falls below \$[Minimum Threshold Amount]. Within [Number] days of receiving a monthly statement showing a balance below this threshold, you must deposit sufficient funds to restore the retainer to the full original amount of \$[Amount].

3. Legal Fees and Billing

Fees will be calculated based on the following hourly rates:

- Partners: \$[Rate]
- Associates: \$[Rate]
- Paralegals: \$[Rate]

We will provide monthly invoices detailing the work performed and costs incurred.

4. Expenses

You are responsible for out-of-pocket expenses such as filing fees, travel, and delivery charges. These will be deducted from the retainer or billed directly to you.

5. Termination

Either party may terminate this representation at any time upon written notice. Upon termination, any unused portion of the retainer will be refunded to you after all outstanding fees and costs are paid.

6. Conclusion of Matter

At the conclusion of this matter, any remaining funds in the trust account will be returned to you.

Please sign and return this letter along with the initial retainer payment to signify your agreement.

Sincerely,

[Attorney Name]
[Law Firm Name]

Agreed and Accepted:

Signature: _____

Date: _____